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Town of Carrboro



TOWN OF CARRBORO
NORTH CAROLINA

ANNUAL ADOPTED BUDGET
FISCAL YEAR 2002-2003

BOARD OF ALDERMEN

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ALEX ZAFFRON, MAYOR PRO-TEMPORE
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SARAH WILLIAMSON, TOWN CLERK
ROY WILLIFORD, PLANNING

SPECIAL THANKS TO STAFF IN THE PLANNING DEPARTMENT FOR DESIGNING THE BUDGET
DOCUMENT COVER: TRISH MCGUIRE AND JEFF KLEAVELAND; AND INTERIM RECREATION AND
PARKS DIRECTOR, CAROL ROSEMOND

July 23, 2002

To the Mayor and Board of Aldermen:

This adopted budget is unlike any other that has ever been approved. Through numerous budget work sessions and through public input, the budget recommended by the Town Manager and presented to the Board on April 23, was reviewed, reduced, and eventually adopted on July 23, 2002, almost a month following the fiscal year beginning July 1. The Board of Aldermen, in hopes of getting clarity and protection rights from the General Assembly on local revenues collected by the state, had adopted an interim budget on June 25 that remained effective until July 23. By that date, however, it was clear that the General Assembly was not ready to make any firm decisions on the state budget and had defeated the accelerated local options sales tax bill that would have raised the total state and local sales tax revenue. In addition, the General Assembly had not passed any bills to restore previously frozen local revenue or to protect this revenue from being withheld by the state in the future.

The Town is at a critical threshold where major capital investments and service delivery objectives are necessary to position the Town for the future. Needs have been documented through numerous community-driven assessments and expressed in various documents such as the Vision 2020 Plan, Downtown Visioning Plan, and the New Century New Carrboro Capital Improvements Plan. The Town had been posturing itself to take a few steps towards this future through sound fiscal management practices until the actions of state government in FY01-02 derailed these plans.

On March 19, 2002 the Mayor and Board of Aldermen cut \$485,000 from the FY01-02 budget. Approximately \$185,000 of that cut was in response to the impacts from a downturn in the economy that resulted in lower interest rate earnings and lower sales tax revenue collections. The remaining \$300,000 loss is the result of the Governor freezing state-collected local revenues and reimbursements for previously repealed local taxes. The Town, through reduced spending and living with a lower level of cash reserves, absorbed this loss. However, the real impact becomes visible to residents in the proposed budget. Currently, it is unknown whether these same revenues will be distributed in the following year, equating to an additional \$772,000 loss in revenue due to the Town. The loss of these funds over the two-year period, approximately \$1,072,000, is equivalent to ten cents in property tax.

The Town's Five Year Plan called for a tax increase of over eight cents in 2002-2003 to implement the first steps towards its long-range plan. Today, town residents are presented with a budget requiring a 2.84-cent tax increase that affords a lower spending level than the prior year (\$333,670 lower), buys fewer pieces of the vision crafted through community input, maintains the Town's fiscal integrity, and focuses primarily on affording current levels and demands for service. In short, the Town's future is placed on pause.

The adopted budget for 2002-2003 is budgeted at a level lower than the adopted FY01-02 budget and is stripped of flexibility. Expenditures are focused on:

- Providing essential services at present levels,
- Continuing services requested and supported by the citizens,
- Honoring previous commitments,
- Delaying capital purchases and improvements unless essential, and
- Providing limited funding to be proactive in addressing key issues.

This is accomplished without adding any new positions for the second year in a row. With the exception of the board commitment to market adjustments for public works employees, neither "across-the-board" market salary adjustments nor merit increases were budgeted, due to the budget crisis. However, the adopted budget is preserving a key benefit currently enjoyed by all town employees – individual health insurance coverage as well as the 50% subsidy for dependent coverage that is used by a majority of employees.

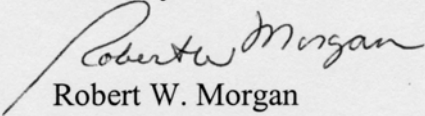
Revenues are budgeted conservatively taking into consideration the current economy. The Board approved two new revenue sources, dumpster collection fees for non-residential users and a portion of the vehicle tag fees dedicated to transit costs. In addition, the Town budgeted capital reserves set aside by the Board to fund essential capital infrastructure needs. Due to shortfalls in the current year and the lack of flexibility in the proposed budget, fund balance reserves in the General Fund are expected to fall below the Board's stated policy of twenty-two and a half percent to nineteen percent.

Until the Town has confirmation of the state's budgetary actions, the Board is making the unprecedented move of forecasting the town budget without use of the state-collected local revenues and reimbursements with the idea that the Board may consider additional budget priorities as the revenues are received. This is to make it clear that these proposed expenditures should not be considered until adequate revenues are actually received from the State. At this time, the Mayor and Board of Aldermen may consider additions to the budget proposed during budget discussions (listed on page xv of this document). Unless the legislature takes some action protecting the Town's revenue streams, the Town most likely will not know until mid February 2003 whether a major portion of these funds will actually be available.

The “list of needs” provides for the following:

- Completes the implementation of the pay study that began with the Police, Fire, and Public Works Departments for the remainder of Town employees, effective March 1, 2003,
- Raises lighting standards to suitable levels at Anderson Park ball fields and Wilson Park tennis courts,
- Replaces tennis court fence at Anderson Park to address much needed repairs,
- Improves customer service and departmental efficiency by providing automated and online registration for recreation programs,
- Restores 2002-2003 CIP equipment replacements, and
- Restores capital reserves to enable purchase of northern area fire substation.

Delivering this budget to the community, however, is one that affords more access to town services by all segments of our population, including amenities such as town information on the internet including GIS, the fare-free transit program begun in the previous year, and continued funding for various non-profit organizations that extend the helping hand of government services to all residents. In addition, the Board continues to foster the growth of businesses, through the Town’s Revolving Loan Fund. The FY02-03 budget provides a loan to an upstart publishing company with publications that are focused on international travel, tourism, and culture.

Sincerely,

Robert W. Morgan
Town Manager

Reader's Guide to the Budget Document

The Mayor and Board of Aldermen, annually, adopt an operating budget for the Town via a budget ordinance as required by the North Carolina General Statutes (GS 159-13). The budget document describes the driving economic, financial, and environmental factors that translate community values into a dynamic web of services that contribute to the town's desired quality of living.

In addition to presenting the town's annual budget, the budget document includes the multi-year capital budget and five-year fiscal projections for all expenditures to present a complete picture of Board commitments. The purpose of presenting this holistic picture is to assist the Board, town staff, and the community in understanding the impact of current decisions on the future and to plan for expected changes or problems. This enables the Town to maintain a positive fiscal health and to operate effectively. Thus, the document is divided into sections that explain the services and commitments of the Town. The following tabs divide the document:

- ☐ **Budget Message** -The Summary section includes the Executive Summary that describes the fiscal environment faced by the Town and identifies the expenditure and revenue budget actions to be considered by the elected governing board. Also included is the "action agenda," a plan of projects aligned to Board goals that drives town services and actions. The Board approves this agenda annually.
- ☐ **General Fund** - This section describes the Town's major operating fund, which is the General Fund. The general fund is further divided into operational functions (identified by tabs). With the exception of governance and administration, each of the tabbed sections represents a department or expenditure category that is authorized within the budget ordinance. Larger departments may also show divisions for each distinctive service provided. The reader is also provided information on each department that contains a description of the department's purpose, service activities, coming year work plan goals, objectives, and projects, table of authorized positions, performance measures and financial spending history and budget.
- ☐ **Special Revenue Funds** – The Town currently maintains four special revenue funds, including HOME Program Grant Match Fund, Revolving Loan Fund, Capital Reserve Fund, and the Payment-in-Lieu Fund.
- ☐ **Capital Projects Fund** - All active capital projects are listed.
- ☐ **Five-Year Plan** – A projection of town's revenues and expenditures and corresponding tax rate over next five years is calculated. This section also provides information on the town's annual update of the capital improvement plan.
- ☐ **Organizational and Community Profile** – Organizational profiles describe a government's organizational structure and staffing; explain a government's financial structure and budget process and highlight the demographic, economic, and cultural features of the community served by the government.
- ☐ **Budget Appendix** - shows important information pertinent to the Town's operations.

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EXECUTIVE SUMMARY

Budget Overview

Approval of the adopted FY02-03 budget was a trying process in light of difficult economic times, flagging consumer confidence as reflected in the stock market and retail outlook, and uncertainty about state actions and the potential impact of those actions on the Town's budget.

Through numerous budget work sessions and through public input, the budget recommended by the Town Manager and presented to the Board on April 23, was reviewed, reduced, and eventually adopted on July 23, 2002, almost a month following the fiscal year beginning July 1. The Board of Aldermen, in hopes of getting clarity and protection rights from the General Assembly on local revenues collected by the state, had adopted an interim budget on June 25 that remained effective until July 23. By that date, however, it was clear that the General Assembly was not ready to make any firm decisions on the state budget and had defeated the accelerated local options sales tax bill that would have raised the total state and local sales tax revenue. In addition, the General Assembly had not passed any bills to restore previously frozen local revenue or to protect this revenue from being withheld by the state in the future.

From a revenue perspective, this budget also absorbs the loss of approximately \$772,000 in state-collected local revenue. In addition to seeing shortfalls in some of its revenues that are dependent on economic forces, is experiencing a "double whammy" whereby the State of North Carolina froze state-collected local revenues and state reimbursements of previously repealed local taxes in the previous budget year and may freeze these same revenues for the new fiscal year. The decline in the state-shared revenue base of \$772,000 is mitigated somewhat by use of capital reserves and a small amount of growth in various revenues, including the property tax base, but is largely recovered by the increase in property tax. The state's actions leave the town to consider a budget without these revenues because of continuing uncertainty about the extent of the state's budget deficit. This situation has forced the town to struggle with a financial shortfall with few alternatives to remedy such a crisis. No easy remedies have been found, however, this message will convey the creative ideas and processes the Town has considered to balance its budget.

The chart on the following page documents the reductions and revenue increases that enabled the Board to shave the tax rate increase of seven cents recommended by the Town Manager to 2.84 cents. This tax increase was needed in spite of a budget that is \$333,670 lower than the previous year budget of \$12,751,013.

The revisions to the Manager's Recommended Budget include expenditure reductions based on more current cost estimates; adjustments to revenues based on fee increases approved by the Board and to fund balance appropriated based on more current revenue information; and the elimination of certain programs or capital purchases. One notable change includes the implementation of a dumpster collection fee for the nonresidential sector generating \$122,000 in new revenue. This action follows the trend of many local governments to shift funding for solid waste activities from the general fund property tax to a user-fee system to encourage reduction of the amount of trash disposed by residents. In addition, dumpster collection service is not

ADJUSTMENTS RESULTING FROM BUDGET WORKSESSIONS	PROPOSED TAX RATE (TOWN MANAGER)		72.680
REDUCE CONTINGENCY TO PRIOR YEARS	NONDEPTL	\$ (10,000)	(0.095)
FUND BALANCE APPROPRIATED	NONDEPTL	\$ (155,000)	(1.471)
PROPERTY/LIABILITY INSURANCE LOWER THAN ANTICIPATED	MANAGEMENT SERVICES	\$ (5,377)	(0.051)
HEALTH INSURANCE LOWER THAN ANTICIPATED	ALL DEPARTMENTS	\$ (14,600)	(0.139)
SEPARATION ALLOWANCE (DUE TO RETIREMENT)	POLICE	\$ 8,700	0.083
LANDFILL FEES (NO TIPPING FEE INCREASES)	PUBLIC WORKS	\$ (16,000)	(0.152)
FIRE DISTRICT FEES - SO. ORANGE FIRE DISTRICT	FIRE	\$ (6,490)	(0.062)
ADJUST RECREATION FEES TO MARKET RATES	RECREATION	\$ (8,000)	(0.076)
AIR CONDITIONING UNIT FOR COMPUTER ROOM + WIRING	MANAGEMENT SERVICES	\$ (5,000)	(0.047)
JULY 4TH, 2003 FIREWORKS, PURCHASE FROM FY03-04 BUDGET	RECREATION	\$ (3,000)	(0.028)
GIS, SPLIT PAYMENTS OVER 2 YEARS	PLANNING	\$ (10,000)	(0.095)
ESCHEAT MONEY OWED TO CARRBORO (FUND BALANCE)	NONDEPTL	\$ (12,436)	(0.118)
UTILITY COSTS FOR TOWN FACILITIES	PUBLIC WORKS	\$ (5,000)	(0.047)
TULIP BEDS (USE DIFFERENT, LESS EXPENSIVE PLANTS)	PUBLIC WORKS	\$ (2,500)	(0.024)
ELIMINATE HOLIDAY SPORTS CAMP	RECREATION	\$ (3,140)	(0.030)
DROP PONY BASEBALL AFFILIATION	RECREATION	\$ (1,740)	(0.017)
ELIMINATE ONE SEASON OF DROP-IN VOLLEYBALL	RECREATION	\$ (1,500)	(0.014)
REDUCE # OF HORSE SHOE TOURNAMENTS FROM 4 TO 3	RECREATION	\$ (483)	(0.005)
ELIMINATE POLICE VEHICLE	POLICE	\$ (9,792)	(0.093)
AC FITNESS	POLICE	\$ (6,766)	(0.064)
N GREENVILLE FITNESS HEALTH SCREENINGS	POLICE	\$ (6,290)	(0.060)
MEDIATION	GOVERNANCE SUPPORT	\$ (750)	(0.007)
MUSIC FESTIVAL	GOVERNANCE SUPPORT	\$ (1,175)	(0.011)
COMMUNITY DINNER	GOVERNANCE SUPPORT	\$ (500)	(0.005)
HUMAN SERVICES GRANT - CIS PROGRAM	GOVERNANCE SUPPORT	\$ (5,000)	(0.047)
TRAVEL - BOARD OF ALDERMEN	BOARD OF ALDERMEN	\$ (1,000)	(0.009)
CYBRARY	MANAGEMENT SERVICES	\$ (28,415)	(0.270)
FUND PUBLIC WORKS MKT ADJUSTMENT	PUBLIC WORKS	\$ 23,775	0.226
TELECOMMUNICATIONS FRANCHISE TAX - FUND BALANCE APPROP	NONDEPTL	\$ (28,969)	(0.275)
SOLID WASTE NONRESIDENTIAL DUMPSTER FEE	PUBLIC WORKS	\$ (122,000)	(1.158)
TOTAL		\$ (438,448)	(4.16)
REVISED TAX RATE:			68.52
FY01-02 TAX RATE:			65.68
TAX RATE INCREASE:			2.84

universally provided by municipalities and is considered an elective service, benefiting specific users.

The “Cybrary” for the Century Center, a new initiative to be jointly funded with Orange County, was cut due to the changes in the Orange County budget. In response to the Board and Town Manager’s request to find additional savings, departments offered additional programmatic cuts that could be sustained without severely hindering operations. The Recreation Department identified several camps and sports events that are not highly used. The Public Works Department identified savings in its landscaping budget by changing the types of plants used for town grounds. The Police Department, recognizing that state standards for fitness will not be

required, offered to forgo its fitness program. In addition, the Police Department, agreed to forgo purchasing an additional vehicle for its take-home fleet program.

On a positive note, the Board of Aldermen continued with its commitment to fund the market adjustment pay study for the Public Works Department. This follows the actions of the Board in the previous year, whereby market adjustments for the Police and Fire Departments were implemented. The pay adjustments for affected public works employees shall become effective in March 2003.

In addition, the Town Manager identified a prioritized list of needs developed for the Board to consider funding should the State decide to distribute the local revenues (see page xv). Should the Town receive any of the frozen state-shared revenues, the list of needs shall be revisited by the Board and funded as revenue becomes available.

Budget Highlights

From an expenditure perspective, the operating budget in some ways is defined by what is not in it. For the first time since FY93-94, the Town has temporarily disbanded the merit program. There is also no pay increase budgeted for employees, in addition to deferring capital and equipment replacement needs normally funded with lease financing. For the second year in a row, no new positions are added.

Operating expenditures are significantly lower than the FY01-02 adopted budget (\$222,377) due to programmatic reductions and savings. This budget also absorbs rate increases that continue in various areas such as workers' compensation, general insurance, and health insurance. Increases in the transit system contract (\$30,000) are offset by the new vehicle license fee approved by the Board in February.

The reduced budget has taken its toll on the town's capital investments program, with spending reduced by thirty-four percent of the previous year total (\$200,463). This is largely achieved through delaying the purchase of vehicles until future years and using capital reserves to fund a street-resurfacing program and storm drainage repair program that will continue with reduced funding over a two-year period. In addition, numerous replacement capital needs were identified, especially for the Town's parks, which were not funded.

From a revenue perspective, the Town has identified some new revenue streams that provide some diversification to the Town's overall revenue stream. As mentioned earlier, the Board approved a \$5 vehicle license fee as allowed by law to support the Town's transit programs and a new dumpster collection fee for non-residential sector using the town's services.

In addition, staff reviewed its cemetery operations and funding mechanisms and has made some changes that result in reclassifying cemetery sales to the general fund and appropriating interest earnings from the Cemetery Fund to support cemetery maintenance fees as intended by the fund upon its creation in 1984. Cities with a cemetery are authorized but not required to have a perpetual care trust fund. This means cemetery operations may be financed and maintained entirely from general fund resources, with cemetery plot sales treated as general-purpose revenue and going into the general fund. This is an approach more and more cities that own cemeteries are taking.

While numerous management and board actions have been taken to balance the budget, the funding level supported by residents is one that rides the fiscal storm while supporting smart operational strategies and initiatives that enable the Town to focus on providing services in a cost-effective manner that are both desired and needed.

The Adopted Budget for FY2002-2003 for the General Fund totals \$12,417,343. Listed below are the highlights of the budget that identify the specific contributions that will be made by the Town to its residents.

Expenditure Highlights

General Fund

Looking at new projects or programs, the adopted budget includes several innovative initiatives that are enumerated in the “proposed changes” summary on (page xiv) and cost a total of \$45,664.

Funding in the adopted budget provides for the Century Center to use additional staff hours for a part-time position (\$8,514) to assist with efforts of the Friends of the Century Center and to serve effectively as a key contact for reserving space at the Century Center.

As programs attract residents to the downtown area, parking needs will increase. Town staff has identified a unique partnership to create additional parking downtown. The Town desires to enter into negotiations with several property owners to create parking on undeveloped property in the 100 block of Main St. The majority of the budget, \$16,650 of the total \$19,650, is for upgrades and shall be performed with funds available within the capital reserve fund. The remaining \$3,000, funded with recurring general fund monies, is the annual rental payment required of the Town for use of the property.

Another significant need that has been identified by the Public Works department is enclosure of and containment of various supplies used by the department to protect supplies from coming in contact with storm water run off and other weather elements. The first item, a storage facility (\$5,000), will house fluids, used vehicle batteries, and waste oil storage, thus preventing water quality problems. The second request, purchase of an enclosure for existing roadway salt and sand storage bins (\$7,500), will prevent weather elements from coming in contact with roadway salt.

To complement the ongoing computer replacement and software investment, a request to enhance the protection of the Town’s email system through the installation of a bridgehead mail server (\$5,000) is recommended. The current email server will relinquish all email routing responsibilities to the bridgehead email server, no longer requiring the email server to make any direct contact with the Internet. The bridgehead email server will then take over the email routing functions that route email traffic between the organization and the Internet (efficiencies are also gained in routing by offloading this task). This leaves the email server solely responsible for storing email/information. The server also facilitates scheduling, calendaring and contact management for the staff. This information store is extremely valuable to the organization’s ongoing activities, as well as, a reference source for past activities. A bridgehead email server will further protect the Town’s current information store from outside (the Internet) destruction, misuse and altering. The proposed installation would substantially increase the reliability, manageability and security of the organization’s email system.

Within the core or “continuation” budget, significant operational funds are included to maintain and protect ongoing investments in technology; perform critical capital infrastructure repairs; pursue purchase of land for future town facilities; and pay for essential operating expenses essential to maintaining the chain of services that are provided to residents. Funded are business administrative services aimed at managing the financial, informational data, and public inquiry transactions generated on behalf of the services provided by the Town; direct citizen services including public safety, recreation, streets maintenance, solid waste collections, and regulatory permitting activities; and citizen support activities including nonprofit grant funding, investment and development activities, and other community partnerships.

With a budget that is stripped of flexibility, expenditures are centered on the key objectives of paying for essential services; limiting capital purchases to infrastructure that is in dire need of replacement; affording commitments made in previous years for various programs and initiatives; and continuing services that residents have requested and continue to support.

The Town continues to see increases in workers’ compensation and general property and liability insurance. In the previous FY01-02, the Town saw workers’ compensation costs increase to \$135,000. The FY02-03 projected insurance cost of \$165,000 is based on the North Carolina League of Municipalities (our insurer) stated premium increase of 13% that is adjusted for claims experience and projected salaries as of June 30, 2002. Property, vehicle, and general liability coverage increased by \$8,551 (23% increase) due to an increased number of police vehicles, newer equipment, and the overall value of capital assets.

An important aspect of Town services is its ongoing investment in technology. The Town’s network infrastructure, like buildings, requires ongoing support for repairs, maintenance, and upgrades, and replacement parts. Other replacement needs include \$41,330 for 13 computers, 2 printers, and software across departments. Other costs include the purchase of various anti-virus software and fire walling technology to protect data assets, documents, spreadsheets and other publications, that are key to the trust employees place in the reliability and accessibility of their data on a day to day basis.

Another important component of technology maintenance is protection of the Town’s fiber optic system. Contractual services totaling \$14,048 will protect the integrity of the Town’s fiber-optic cabling. This cost enables the Town to hold a retainer contract with a company whereby parts, supplies, and repair maintenance can be arranged within 24 hours, pay Bell South for use of conduits for the Town’s fiber, use locating services as needed to avoid damage to the fiber structure during construction cuts, and to pay for supplies for a routine review and maintenance of the pull boxes along the fiber path.

A total of \$27,104 is needed to maintain GIS functionality. Of this total, \$10,000 (1st of 2 annual payments) is needed to purchase recent aerial photography to update the Town’s GIS system (last updated in March 1998) to fully capture the existing extent of land use within the Town’s planning area. The remaining funds purchase desktop GIS functionality for 4 staff members in Planning and provides for upgrade and maintenance of the GIS operating system. GIS is considered the municipal system of the future and its uses benefit the community in many ways – from its applications on the website to cost-effective service delivery.

The Town's Geographic Information Systems (GIS) continues to be a valuable tool in managing data related to land use, both existing and potential. Continuing the nearly fifteen years of computer-based data compilation and analysis, new applications have made these data widely available through the use of the Town's intranet and internet sites. Specific interactive, internet-based applications include parcel information, zoning information, general Carrboro information, such as bikeways, park, sewer, and zip code information, environmental information (tree cover, streams, and floodplains), and an application for people to download digital aerial photos and topographic contours. Making the information available provides both a significant increase in the effectiveness of providing data to town employees, citizens, students, potential developers, real estate agents, and financial institutions (including both lending and insurance companies) locally and an entirely new service in providing data to anyone worldwide who wants to know anything about Carrboro.

In addition, the first tangible step toward presenting an interactive land use ordinance - was completed in the past year. The Town's GIS applications include zoning map information that is connected to a zoning database. Internet users are able to see where the zones are and obtain information about a particular zone (definition, density and dimensional requirements, and permitted uses) or information about the parcels within the zone. Aside from making existing Carrboro GIS data available through the Internet, new GIS data is constantly being created. Some of the GIS projects of the last year have included developing a GIS cemetery database, which brought the expensive plotting of cemetery information in-house, a land use map, and a forest cover analysis for determining the change in forest canopy between 1985 and 1998.

Town staff continues to work cooperatively with neighboring jurisdictions. In the past year, our staff helped create a countywide site address database. This database streamlines (by centralizing and standardizing) management of the data, making possible for the first time a countywide addressing system, maintained in the county and GIS-enabled, to be used by the 911 system, and for all staff in the county and the municipal jurisdictions to have access to site as well as owner addresses. The database will be available to the public soon. Staff of all participating local governments will have access to the database for maintenance purposes.

Improvements in GIS are also evidence of the increased proficiency of Town employees as they expand the application and use geo-based data. Departments continue to look for job growth and training opportunities to build skills of current staff through improvement of core work skills via professional and computer training, career development opportunities, and job satisfaction. For the upcoming year, the Personnel Department will develop and implement a comprehensive computer literacy and training program using funds set aside for organizational training (\$8,500).

Also deemed critical is funding the Town's capital needs program. The funding recommended for debt service on land purchases and committed to street resurfacing are key capital infrastructure expenditures that should not be deferred. As illustrated in the following chart, the adopted budget funds \$47,373 to pay for debt service on the recent land purchase for a future Public Works facility.

The budget also allots an additional \$73,250 in lease payment debt within the General Fund for prior year lease-purchase commitments and for a reduced number of equipment and vehicle replacements scheduled for purchase in FY02-03 (see replacement debt in chart).

DEBT SCHEDULE	ISSUE \$	FY99-00	FY00-01	FY01-02	FY02-03	FY03-04	FY04-05	FY05-06	FY06-07
TOTAL BOND DEBT	\$3,513,000	\$232,798	\$226,812	\$220,411	\$214,597	\$209,265	\$182,312	\$138,241	\$136,246
CENTURY CENTER	\$3,080,000	\$255,623	\$255,623	\$255,623	\$255,623	\$255,623	\$255,623	\$255,623	\$255,623
SMALL PARK, HILLSBOROUGH RD	\$274,000		\$27,161	\$27,161	\$27,161	\$27,161	\$27,161	\$27,161	\$27,161
PUBLIC WORKS LAND	\$767,000	\$0	\$0	\$0	\$43,537	\$80,384	\$78,407	\$76,278	\$74,225
LAND BANK, FIRE SUBSTATION/PARKING LOT	\$710,000		\$0	\$0	\$0	\$64,492	\$79,875	\$77,508	\$75,142
FIRE STATION CONSTRUCTION	\$1,500,000	\$0	\$0	\$0	\$0	\$150,750	\$196,250	\$189,250	\$182,250
TOTAL LONG TERM DEBT		\$488,421	\$509,596	\$503,195	\$540,918	\$787,675	\$819,628	\$764,062	\$750,647
ONGOING EQUIPMENT/VEHICLE REPLACEMENT DEBT		\$458,696	\$584,068	\$541,744	\$614,994	\$648,511	\$863,673	\$670,443	\$601,250
TOTAL DEBT		\$947,117	\$1,093,664	\$1,044,939	\$1,155,912	\$1,436,186	\$1,683,301	\$1,434,505	\$1,351,897

Employee Compensation

With the exception of the board commitment to market adjustments for public works employees, neither “across-the-board” market salary adjustments nor merit increases were budgeted, due to the budget crisis. However, the adopted budget is preserving a key benefit currently enjoyed by all town employees – individual health insurance coverage as well as the 50% subsidy for dependent coverage that is used by a majority of employees. However, town staff, following the Board’s lead, will spend the next year revisiting its pay plan and compensation philosophy in the upcoming year.

For FY02-03, health insurance costs increased by 12%. Town staff was able to avoid double-digit increases by moving the Town’s health coverage plan to one provider.

While the General Fund is the major operating budget for the Town, numerous other funds are used to track expenditures funded with legally restricted revenues including reserves for capital projects as designated by the Board; trust funds (for cemetery); revolving loans for economic development; and capital projects. The activities of these funds are described below.

All Other Funds

Capital Reserve Funds

By law, capital reserve funds are designed to enable public municipalities to set aside funds for any purposes for which it may issue bonds. Amounts that accumulate in this fund cannot be withdrawn without board approval. Upon board approval, funds are transferred from the reserve fund to another fund, typically the General Fund or Capital Projects Fund, for direct expenditure.

Capital Reserve Fund

The cash in this fund reserved for future projects will increase by \$75,000 as result of the annual transfer from the general fund for street resurfacing. Earlier this year, the Public Works Department presented a revised street resurfacing budget that attempts to preserve street pavement ratings of 90-100 for 88% of the maintained streets and addresses several water drainage problems and future sidewalk projects that will require town resources.

The adopted budget within the Capital Reserve Fund also draws upon available reserves to conduct numerous planned capital purchases totaling \$197,023 to the General Fund. Within this total, \$47,372 pays the first of 15 anticipated debt payments for land to build a public works facility. A budget of \$133,000 will address storm water drainage issues at the Oleander/Lilac Road intersection and on Aberdeen Court. The repairs on Aberdeen Court (\$43,000) had been scheduled for FY03-04; however, the current situation is too critical to wait another year. The remainder of funds, \$16,650, will be used to take advantage of a recent opportunity to create public/private parking for undeveloped property on the 100 block of Main Street, yielding additional parking spaces. The capital reserve funds being transferred to the General Fund are a significant source of support toward General Fund expenditures, representing approximately 5% of the total General Fund budget.

Home Fund

The Carrboro Board of Aldermen, as a member of the Orange County HOME Consortium, approves project activities for the HOME program on an annual basis. As part of this process, the Board also provides a local match to Orange County to administer and fund the program projects. Given that the annual subsidy is designed to support capital improvements that may span more than one year, the funds are set-aside in a multi-year fund, called the HOME Fund. The recommended budget appropriates \$15,152 to this fund.

Revolving Loan Fund

The Revolving Loan Fund is used to encourage economic and community development in Carrboro by offering loans to new businesses, encouraging businesses to locate in Carrboro. Annually, the fund is updated (following the audit in October) to reflect estimated annual interest and principal payments on loans from the various businesses. The FY02-03 appropriates \$50,000 to fund an upstart publishing company.

Revenue Outlook

Estimating revenues is difficult, particularly those that depend on economic forces. These revenues include Interest Earnings, Local Option Sales Tax, Powell Bill Street Resurfacing Funds, and numerous state-shared revenues, which are at this time considered uncertain and thus are not budgeted. This year is more uncertain than usual because of three factors:

1. the North Carolina economy is still in a recession and the recovery schedule is still uncertain,
2. the State's FY2002-03 budget had not yet passed when the Board adopted the Town budget on July 23, 2002,
3. the final disposition of state-collected local taxes and reimbursements for the previous year and the new fiscal year is not yet known.

Until the state revenue picture for FY02-03 is clearer, municipalities will not know if the Governor will keep all of the escrowed state-collected local taxes and reimbursements to balance the state budget or whether the NC General Assembly will vote to provide some fiscal relief by approving an accelerated local option sales tax (1/2 cent) to replace these state-shared revenues or to prevent the Governor from using these state-shared revenues to cushion the state budget. For Carrboro, state-shared revenues frozen in the previous year was a hit of \$300,000 and could be up to \$772,075 for FY02-03. Taken together, this drastic reduction of the Town's revenue

stream equates to 10 cents of property tax and represents almost 7% of the Town's total FY02-03 budget.

The state's actions of freezing local revenues in FY01-02 and the inability of the Town to forecast with any certainty that it will receive these same revenues in FY02-03 in addition to the sluggish economy drastically changes the revenue portfolio with a large increase in reliance on property tax to fund services provided by the Town. In the previous year, 53.6% of the total budget was funded with property tax revenues; this percentage increases to 58.9% in the FY02-03 adopted budget. Accordingly, the percentage of state-shared revenue dips to 21% of the total budget versus the prior year funding of 27.4%.

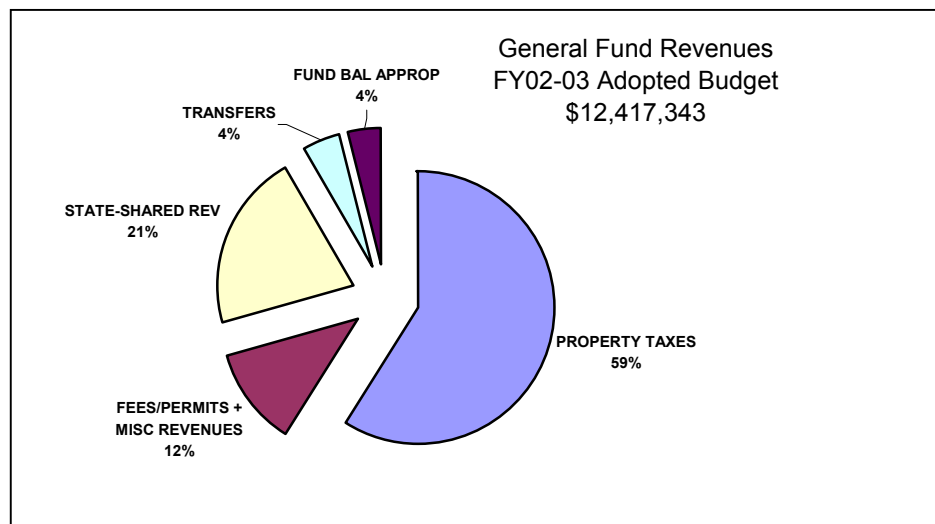
Also due to the mid-year freezes on state revenues and a sluggish economy in FY01-02 (previous fiscal year), the Town has less cash reserves available for appropriation. This loss of flexibility equates to a decrease of \$85,000 in fund balance appropriated for the adopted budget.

These significant losses are mitigated somewhat by a small amount of growth in various revenues, including the property tax base, and the planned use of reserves from the Capital Reserve Fund, but are largely recouped by the increase in the property tax rate and a substantial reduction in budgeted expenditures. It is important for residents to understand that the tax rate increase supports an adopted FY02-03 budget that is lower than the FY01-02 adopted budget of \$12,751,012 and defers significant ongoing capital and operating needs until the economic picture is more certain and fiscally healthy.

Revenue Projections – FY02-03 Adopted Budget

Showing the most growth in the revenue stream is the continued growth in the Town's property tax base at 3.7% over adopted FY01-02 budget.

The next largest stream of revenue, state-shared revenues, is difficult to project and anticipates none of the state collected local taxes and reimbursements. This category of revenue, showing a total decrease of \$882,439 over the previous year budget, now only represents local option sales taxes, Powell Bill



funds that are designated for street resurfacing projects, and other smaller miscellaneous grants.

In addition to these significant changes, there are also numerous other dynamics affecting the revenue stream that is described below.

Ad Valorem Taxes

The FY02-03 projection for property tax revenues is based upon an estimated total property valuation of \$1,071,820,039 including motor vehicle billings. This tax value represents a 3.5% increase in tax value over the current year adopted valuation. The largest portion of this base, real estate property valuation, is anticipated to grow at 3.7%.

One area of significant change in the real estate tax base is implementation of higher exemptions approved by the General Assembly now being given to senior citizens aged 65 or older and to citizens whom are 100% disabled that subsist on a household income that does not exceed \$18,000 annually. This salary ceiling will be adjusted on an annual basis. John Smith, the Orange County Tax Assessor, expects this action to reduce the tax base available for taxation by an estimated \$4,000,000, a significant increase from the current level of \$1,420,000 budgeted in FY01-02. This projection will be confirmed later in the fiscal year. This action, while attempting to reduce the impact of the overall tax burden of this population, does result in a loss in property tax revenue of \$27,400.

The adopted budget is based on a tax rate of 68.52 cents and an overall tax collection rate of 98.2%. This represents a tax rate increase of 2.84 cents resulting in projected FY02-03 property tax revenues totaling \$7,221,044. Each \$1,000,000 increase in assessed valuation at a 68.52-cent tax rate produces \$6,729 in additional property tax revenue. Each penny on the tax rate produces approximately \$105,386.

Miscellaneous Revenue and Fees and Permits

Other General Fund revenue is derived from building permit fees, service charges, fire district fees, interest on investments, recreation programming fees, and miscellaneous sources. The revenue projection for Miscellaneous Revenues and Fees and Permit Revenues categories totals \$1,457,695 an increase of 6% over the adopted FY2001-02 budget. Numerous increases and decreases in various revenues and fees are driving the \$83,147 net increase in fees.

Of the decreases, the largest decrease is \$50,000, representing lower interest earnings projections based on current interest rates. Interest rates, over the last 8 months, have dived from a high of 5-6% to 1.5%. Given the uncertain rate of economic recovery, the Town is projecting for FY02-03 what it anticipates to collect by June 30, 2002.

The next largest decrease of \$23,400 represents an accounting change that has no tax impact on the budget. Lighting and sound services are now contractually arranged and paid directly to the service provider by Century Center patrons.

Cable franchise fees show a 5% decrease (\$5,853) due to recent rulings concluding that cable modem service is to be classified as “interstate information service” as opposed to a “cable service.” It is estimated that the Town collected \$17,000 in the prior year for cable modem services. It is estimated, however, that the remaining base of cable franchise fees will grow 5% as seen in historical trends.

Several increases in this category of revenue are notable: the introduction of a service fee for dumpster collections in the non-residential sector and an increase in motor vehicle license fees by an additional five dollars designated specifically for the transit system. GS. 20-97 allows towns that operate a public transportation system to assess a municipal vehicle tax for public

transportation. The proceeds of the tax may be used only for financing, constructing, operating, and maintaining local public transportation systems. The proceeds of the tax shall supplement and not supplant or replace existing funds or other resources for public transportation systems. Charging an additional \$5 dollars per vehicle will generate approximately \$43,000 per year. However, transit costs are projected to increase only by \$30,480 and thus the remainder shall be placed in reserve for future increases. In addition, several minor fee increases were made for recreation programs and for animal privilege taxes.

Fire District revenues to the Town for fire services in the South Orange District increased slightly to \$309,175.

State-shared Revenue

The Town, not having sufficient information on all of the factors that could affect its budget, made the unprecedented move of forecasting the town budget without use of the state-collected local revenues and reimbursements. This forecast is made with the idea that the Board may consider additional budget priorities as the revenues are received. These budget priorities are reviewed later in this message.

State-shared revenue, now consisting only of local option sales taxes and grant funding, is estimated at an amount that is a decrease over the current year budget (\$40,000). This decrease is almost entirely due to sluggish sales tax returns in the current year. For the FY01-02 fiscal year, the two half-cent sales taxes and the local one-cent sales tax are projected to come in 3.5% lower than previous year actual distributions through June 30, 2001.

According to fiscal analysts in the General Assembly, retail sales in North Carolina, retail sales in North Carolina should increase anywhere from 1.5 to 3.5 % during FY02-03. The wide range is due to the uncertainty about when North Carolina will emerge from the recession. The League of Municipalities recommends using a projected increase of 2.0% to 2.5%. Using a conservative estimate of 2% over projected June 30, 2002 receipts, half-cent sales taxes are projected to come in at \$46,243 less than the FY01-02 adopted budget.

However, statewide estimates are not reliable in projecting revenues for the one-cent sales taxes. The distribution of this tax is now on a point of delivery basis (versus point of sale), with most sales “delivered” within the county in which that sales take place and thus projections are based on local retail sales and other economic conditions within Orange County. Historically, sales in Orange County have been stronger than statewide activity, however, this was not the case in the current FY01-02. Thus, town staff is using similar projections as used for sales taxes collected on a statewide basis.

Grant funding, overall, is at a lower level than the previous year, primarily due to fewer police and sidewalk grants budgeted for FY02-03. Powell Bill funds are slightly higher, reflecting what has been collected to date.

Other Financing Sources

Lease-purchase financing, as in the current year, represents the full cost of equipment that the Town is planning to purchase through installment financing. Following generally accepted accounting practices; the full cost of the financed equipment is budgeted (equipment purchased in that fiscal year) in addition to the lease payment. However, an offsetting entry equal to the

full cost value of the equipment is budgeted on the revenue side as lease proceeds. Thus, the true tax impact of the financed equipment is the lease value only. The full cost of financed equipment being purchased in FY2002-03 equals \$298,187; the budgeted lease proceeds on the revenue side also equals this same amount. The lease payment cost for the equipment and vehicles is \$104,283.

Fund Balance

The FY02-03 adopted budget appropriates \$494,998 in fund balance reserves, an amount that is far less than appropriated in budgets of previous years. As mentioned earlier, the mid-year freeze of \$300,000 in local revenues by the State was a direct hit on the Town's ability to maintain cash reserves at levels obtained in previous years. Despite efforts that required the town to defer capital projects and to curtail operational spending, the fund balance reserves are anticipated to dip as low as 19% by year-end.

At this point in time and in the foreseeable future as defined in the Five-Year plan, the Town cannot expect to achieve its original goal of maintaining 22.5% in undesignated fund balance without raising property taxes. Given this fact and the fact that the Town is facing an unusually difficult budget situation largely generated by the state freeze, the Town Manager is recommending a reduction in the undesignated fund balance target to 19%, which is one-half of the average fund balance available for appropriation for units similar to Carrboro. For FY00-01, this group average was 38.2%. If a jurisdiction's unreserved fund balance falls to half of the group average, the Local Government Commission will write a letter to alert the Board of Aldermen and town administration and to advise them that the municipality review the current level of fund balance and determine what fund balance level the municipality should be comfortable with.

The Board must be cognizant that the Town has a fiscal responsibility to go no lower than this level. The primary purpose of the Local Government Commission's oversight on fund balance is the acknowledgement of the government and elected officials as to why Towns must have fund balances. Several key purposes for maintaining fund balance include:

- \$ Having a reserve for emergencies as in the case of lawsuits, ice storms, hurricanes and other natural disasters.
- \$ Weathering unforeseen shortfalls in revenues
- \$ Taking advantage of an unforeseen opportunity when it arises

Budget Options to Consider in Addition to the Adopted Budget

Given the uncertainty around receiving the state-collected revenues, the Town Manager has created a list of needs in priority order (page xv) for the Board to consider funding upon receipt of these local revenues.

State-Collected Local Revenues and Reimbursements

The state collected local revenues and reimbursements, if and when they come available to the Town in FY02-03, will generate \$772,075 dollars versus a prior year funding level of \$785,000. The slight decrease in these projected revenues is due to the fact that most of these revenues depend on economic forces.

With restoration of these funds, the Town Manager will request the Board to extend the pay adjustment commitments made to firefighters, police officers, and public works employees to the remainder of town employees. This commitment, proposed for March 1, 2003, will address market factors and internal salary compression identified in the Town's market study completed over a year ago. The timing of implementation of these pay adjustments is contingent upon the status of state-shared revenues at that time.

The bulk of state-shared revenue is aimed at restoring replacement vehicle and equipment needs that were stripped from the Town's regular capital improvements replacement cycle, to upgrade aging park infrastructure, and to set aside reserves for future capital facilities such as a fire substation in the Town's northern area. Complaints have surfaced over the past few years regarding lighting levels and alignment at the Wilson Park Tennis Courts and Anderson Park Ball Fields #2 and #3. Both facilities have been found to fall below the recommended foot candles for recreation lighting. In addition, the fencing of tennis courts in Anderson Park has aged to the point that it needs replacement.

Another significant initiative that the Town Manager recommends is the purchase of departmental software to support the operations of the Recreation and Parks Department. Using software within the department is a means of reducing the cost of providing information, while improving the quality and timeliness of services. Currently staff maintains manual rosters on 3,200 registration receipts (that can contain payment for multiple programs) for 340 programs per year in athletics, general programs, and century center reservations. Benefits of having software to support operations is that it increases the number of people who can assist with the registration or reservation process, decreases the time it takes to develop calendars, reports on program registration and century center usage, and revenue generation.

Also recommended is the implementation of an online registration and payment capability via the Town's Internet site for recreation programs. This effort will expand the Town's use of interactive applications on the Internet whereby the capability of the department to register residents extends from a seven and one-half hour daily period to a "24 hour x 7-day" registration period. The budget of \$25,000 will enable the purchase of a web-based registration and payment module that is integrated with the recreation software mentioned above along with hardware needed for credit card purchases. Phone surveys of other municipalities indicate that a significant increase in revenue occurs with on-line capability.

The remainder of these state-shared revenues may be placed in capital reserves to fund future debt or into fund balance to maintain the Town's positive fiscal health.

Conclusion

The recurrent theme throughout this budget is one of deliberate management actions to balance the budget and to prioritize operating and infrastructure objectives. Generating operational changes, increasing revenues, and remaining committed to a path of accomplishment is a trying proposition for public sector employees especially when enduring what seems to be a recurring fiscal crisis for local governments.

With limited ability to generate additional revenue support without approval of the North Carolina General Assembly, options other than property tax or eliminating services are few and far between. The Board of Aldermen has worked to streamline this budget and has succeeded in

submitting a budget that is \$333,670 lower than the Adopted FY01-02 budget. Unfortunately, this reduced budget does not result in a lower tax rate; instead a property tax increase of 2.84 cents is needed.

Delivering this budget to the community, however, is one that affords more access to town services by all segments of our population, including amenities such as town information on the internet including GIS, the fare-free transit program begun in the previous year, and continued funding for various non-profit organizations that extend the helping hand of government services to all residents. In addition, the Board continues to foster the growth of businesses, through the Town's Revolving Loan Fund. The FY02-03 budget provides a loan to an upstart publishing company with publications that are focused on international travel, tourism, and culture.

Pursuing this path of accomplishment despite the current fiscal maelstrom is one that represents smart government and gives to citizens the local services that they have requested and documented through community conversations and needs assessments. It is also one that actuates a deliberate management strategy to maintain and protect ongoing investments in technology; perform critical capital infrastructure repairs; pursue purchase of land for future town facilities; and pay for essential operating expenses essential to maintaining the chain of services that are provided to residents.

Approved Changes FY2002-03 Adopted Budget

DESCRIPTION OF ITEM	APPROVED CHANGES	TAX RATE IMPACT
EMAIL BRIDGEHEAD SERVER	\$ 5,000	0.047
CENTURY CENTER STAFF SUPPORT - INCREASE 10 HOURS	\$ 8,514	0.081
STORAGE FOR FLUIDS, OIL, BATTERIES, ETC AT PUBLIC WORKS	\$ 5,000	0.047
STORAGE ENCLOSURE FOR SALT/SAND BINS AT PUBLIC WORKS	\$ 7,500	0.071
MAIN ST. PARKING LOT UPGRADES/ANNUAL RENT	\$ 19,650	0.186
TOTAL PROPOSED CHANGES:	\$ 45,664	0.433

Additions to Budget If State-shared Revenues Become Available

Total state revenues (frozen), FY02-03: \$ 772,075

Description	Amount
Implement Market Study for Remaining Town Employees, effective March 1, 2003 (excl Police & Fire)	\$ 21,436
Replace Ballfield Lights(full cost: \$86k); lease value only	\$ 30,076
Replace tennis court fence at Anderson Park	\$ 17,500
Recreation Registration and reservations software + peripherals	\$ 17,966
Online registration for recreation programs enabling residents to pay for recreation programs by credit card	\$ 25,000
Streets dump truck (fy02-03 CIP), lease value only	\$ 19,235
Landscaping dump truck (fy02-03 CIP), lease value only	\$ 15,738
Landscaping, Pickup Truck (FY01-02 CIP), lease value only	\$ 8,044
Fleet Maintenance, pool car, alternative fuel, lease value	\$ 8,044
Reserve for future debt	\$ 91,903
Total commitments identified for state-shared revenue:	\$ 254,942
PORTION OF STATE-SHARED REVENUES NOT COMMITTED:	\$ 517,133

**Budget Summary for All Funds
FY2002-03 Adopted Budget
By Fund Type**

	General Fund	Special Revenue Funds	Capital Projects Fund	Total All Funds
Budgeted Revenues				
Ad Valorem Tax	\$ 7,315,005	\$ -		\$ 7,315,005
Fees and Permits	\$ 1,221,592	\$ -		\$ 1,221,592
Miscellaneous	\$ 236,103	\$ 920,189	\$ 113,578	\$ 1,269,870
State/County Shared	\$ 2,611,435	\$ -	\$ 236,000	\$ 2,847,435
Transfers & Other Financing Sources	\$ 538,210	\$ 105,152	\$ 1,615,606	\$ 2,258,968
Fund Balance Appropriated	\$ 494,998	\$ 197,023	\$ -	\$ 692,021
Total Budgeted Revenues	\$ 12,417,343	\$ 1,222,364	\$ 1,965,184	\$ 15,604,891

Budgeted Expenditures				
Mayor and Board of Aldermen	\$ 156,592			\$ 156,592
Advisory Boards	\$ 10,120			\$ 10,120
Governance Support	\$ 169,756			\$ 169,756
Town Manager	\$ 198,457			\$ 198,457
Economic and Community Development	\$ 85,229	\$ 1,025,341		\$ 1,110,570
Town Clerk	\$ 86,523			\$ 86,523
Management Services	\$ 1,043,391			\$ 1,043,391
Personnel	\$ 193,248			\$ 193,248
Police	\$ 2,444,119			\$ 2,444,119
Fire	\$ 1,345,873			\$ 1,345,873
Planning	\$ 949,710			\$ 949,710
Transportation	\$ 730,740			\$ 730,740
Public Works	\$ 3,124,572	\$ 197,023	\$ 872,856	\$ 4,194,451
Parks and Recreation	\$ 1,001,208	\$ -	\$ 742,750	\$ 1,743,958
Non-departmental	\$ 296,927		\$ 349,578	\$ 646,505
Debt Service	\$ 580,877			\$ 580,877
Total Budgeted Expenditures	\$ 12,417,343	\$ 1,222,364	\$ 1,965,184	\$ 15,604,891

General Fund Summary

BEGINNING FUND BALANCES					
	1999 -2000 ACTUAL	2000-01 ACTUAL	06/30/02 UNAUDITED YTD	2001-02 ADOPTED BUDGET	2002-03 ADOPTED BUDGET
GENERAL FUND	\$1	\$3,906,710	\$4,534,139	\$4,534,139	\$0
DEBT SERVICE	\$26,719	\$21,274	\$0	\$0	\$0
TRANSPORTATION	\$133,695	\$72,720	\$0	\$0	\$0

REVENUE

GENERAL FUND					
PROPERTY TAXES	\$4,478,450	\$5,934,074	\$6,865,128	\$6,835,961	\$7,315,005
FEES/PERMITS	\$1,066,697	\$1,155,037	\$1,246,812	\$1,095,349	\$1,221,592
MISC. REVENUES	\$314,312	\$417,764	\$235,300	\$279,199	\$236,103
STATE-SHARED	\$3,183,442	\$3,564,436	\$3,083,426	\$3,493,874	\$2,611,435
TRANSFERS	\$20,999	\$854,741	\$428,740	\$466,629	\$538,210
FUND BAL APPROP	\$0	\$0	\$0	\$580,000	\$494,998
SUBTOTAL	\$9,063,901	\$11,926,052	\$11,859,407	\$12,751,013	\$12,417,343

DEBT SERVICE FUND					
PROPERTY TAXES	\$475,305	NA	NA	NA	NA
STATE-SHARED	\$18,510	NA	NA	NA	NA
TRANSFER/OWASA		NA	NA	NA	NA
TRANSFER CAP RES		NA	NA	NA	NA
FUND BAL APPROP		NA	NA	NA	NA
SUBTOTAL	\$493,815	\$0	\$0	\$0	\$0

TRANSPORTATION FUND					
PROPERTY TAXES	\$365,102	NA	NA	NA	NA
STATE-SHARED	\$15,788	NA	NA	NA	NA
MISCELLANEOUS	\$8,050	NA	NA	NA	NA
FED/STATE GRANT	\$0	NA	NA	NA	NA
FUND BAL APPROP	\$0	NA	NA	NA	NA
SUBTOTAL	\$388,940	\$0	\$0	\$0	\$0

TOTAL REVENUE	\$9,946,656	\$11,926,052	\$11,859,407	\$12,751,013	\$12,417,343
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Note: Debt Service and Transportation Funds are budgeted within the General Fund, effective FY01-02

General Fund Summary

	1999 -2000 ACTUAL	2000-01 ACTUAL	06/30/02 UNAUDITED YTD	2001-02 ADOPTED BUDGET	2002-03 ADOPTED BUDGET
EXPENDITURES					

GENERAL FUND

MAYOR & ALDERMEN	\$144,932	\$166,652	\$161,730	\$165,346	\$156,592
ADVISORY BOARDS	\$8,118	\$8,368	\$4,842	\$12,895	\$10,120
GOVERNANCE SUPPORT	\$79,200	\$163,761	\$198,296	\$171,745	\$169,756
TOWN MANAGER	\$153,761	\$174,893	\$208,177	\$201,529	\$198,457
ECONOMIC & COMM DEV.	\$73,503	\$78,359	\$88,115	\$85,827	\$85,229
TOWN CLERK	\$83,910	\$88,743	\$89,814	\$97,760	\$86,523
MANAGEMENT SERVICES	\$587,285	\$1,040,834	\$996,633	\$1,012,570	\$1,043,391
PERSONNEL	\$149,119	\$171,925	\$191,435	\$201,438	\$193,248
POLICE	\$1,817,445	\$2,158,383	\$2,371,295	\$2,408,725	\$2,444,119
FIRE	\$1,108,741	\$1,226,600	\$1,346,180	\$1,404,123	\$1,345,873
PLANNING	\$761,084	\$883,404	\$867,655	\$938,920	\$949,710
TRANSPORTATION	\$0	\$576,728	\$702,753	\$703,760	\$730,740
PUBLIC WORKS	\$2,386,143	\$2,916,485	\$2,879,984	\$3,141,124	\$3,124,572
PARKS & RECREATION	\$678,250	\$829,987	\$910,425	\$1,127,852	\$1,001,208
NON-DEPARTMENTAL	\$555,202	\$303,911	\$294,004	\$498,395	\$296,927
DEBT SERVICE	\$0	\$509,590	\$533,997	\$579,004	\$580,877
SUBTOTAL	\$8,586,694	\$11,298,623	\$11,845,337	\$12,751,013	\$12,417,343

DEBT SERVICE FUND

PRINCIPAL/INTREST	\$488,415	\$0	NA	NA	NA
TRANSFERS TO OTHER FUNDS	\$10,845	\$0	NA	NA	NA
SUBTOTAL	\$499,260	\$0	\$0	\$0	\$0

TRANSPORTATION FUND

TRANSIT CONTRACT	\$446,497	\$0	NA	NA	NA
EZ WAIVER	\$3,418		NA	NA	NA
TRANSFER TO GEN FD	\$0	\$0	NA	NA	NA
SUBTOTAL	\$449,915	\$0	\$0	\$0	\$0

TOTAL EXPENDITURES	\$9,535,869	\$11,298,623	\$11,845,337	\$12,751,013	\$12,417,343
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ENDING FUND BALANCE

GENERAL FUND	\$477,208	\$4,534,139	N/A	N/A	\$2,421,721
DEBT SERVICE	\$21,274	\$0	N/A	N/A	N/A
TRANSPORTATION	\$72,720	\$0	N/A	N/A	N/A

GENERAL FUND ENDING FUND BALANCE - DETAIL

RESERVED BALANCE	\$1,069,442	\$1,284,894	\$1,264,450	N/A	
DESIGNATED FOR PROJECT EXPD	\$192,191	\$343,228	\$63,300	N/A	\$25,170
DESIGNATED FOR SUBSEQUENT YR	\$518,457	\$580,000	\$494,998	N/A	\$281,197
RESTATE FUND BALANCE, 00-01 AUDIT	\$103,260	\$0	N/A	N/A	\$0
UNDESIGNATED	\$2,023,360	\$2,326,017	\$2,421,721	N/A	\$2,366,271
UNRESERVED FUND BALANCE	\$2,837,268	\$3,249,245	N/A	N/A	\$2,421,721
TOTAL FUND BALANCE	\$3,906,710	\$4,534,139	N/A	N/A	\$2,421,721
UNDESIGNATED FUND BALANCE AS % OF EXPENDITURES (GAAP BASIS)	28.9%	21.0%	21.0%	N/A	19.1%

Note: Debt Service and Transportation Funds are budgeted within the General Fund, effective FY01-02

GENERAL FUND REVENUE

99-2000 ACTUAL	2000-01 ACTUAL	2001-02 ACTUAL 06/30/02	2001-02 ADOPTED BUDGET	% COLLECTED YTD	2001-02 EST.	2002-03 ADOPTED BUDGET
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AD VALOREM TAX

660-431910	PRIOR YEAR	\$ 56,455	\$71,347	\$77,330	\$74,449	103.9%	\$77,330	\$76,714
660-431920	CURRENT YEAR	\$ 4,351,091	\$5,787,625	\$6,741,641	\$6,688,337	100.8%	\$6,741,641	\$7,221,044
660-431921	INVENTORY CREDIT	\$ 55,268	\$56,316	\$27,875	\$56,100	49.7%	\$27,875	\$0
660-431922	PENALTY & INTREST	\$ 12,170	\$15,320	\$18,282	\$13,500	135.4%	\$18,282	\$17,247
660-431930	HOMESTEAD EXEM	\$ 3,467	\$3,467	\$0	\$3,575	0.0%	\$0	\$0
	SUBTOTAL	\$ 4,478,450	\$5,934,074	\$6,865,128	\$6,835,961	100.4%	\$6,865,128	\$7,315,005

FEES AND PERMITS

445-432500	PRIVILEGE LICENSE	\$ 17,755	\$45,074	\$52,431	\$50,000	104.9%	\$52,431	\$50,000
518-433501	DOG FEES	\$ 4,954	\$5,099	\$4,567	\$5,000	91.3%	\$4,567	\$5,000
530-435300	FIRE DIST. FEES	\$ 280,441	\$303,639	\$302,685	\$301,659	100.3%	\$302,685	\$309,175
541-435902	ENGINEERING FEE	\$ 39,182	\$54,778	\$47,422	\$37,000	128.2%	\$47,422	\$37,000
541-436000	DEV REVIEW FEE	\$ 91,225	\$49,082	\$59,539	\$45,000	132.3%	\$59,539	\$45,000
542-435500	BUILDING PERMITS	\$ 87,474	\$105,432	\$75,811	\$55,500	136.6%	\$75,811	\$55,500
542-435502	ELECTRIC PERMITS	\$ 48,746	\$60,192	\$49,299	\$40,000	123.2%	\$49,299	\$40,000
542-435503	MECH. PERMITS	\$ 42,314	\$51,513	\$40,852	\$35,000	116.7%	\$40,852	\$35,000
542-435800	SIGN PERMITS	\$ 175	\$1,050	\$1,225	\$400	306.3%	\$1,225	\$400
542-435600	PLUMBING	\$ 48,161	\$49,813	\$40,863	\$35,000	116.8%	\$40,863	\$35,000
542-535504	RE-INSPECTION FEE	\$ 26,820	\$22,746	\$13,513	\$20,000	67.6%	\$13,513	\$15,000
560-432300	STREET CUTS	\$ 5,518	\$2,189	\$1,169	\$0	N/A	\$1,169	\$0
560-438501	DRIVEWAY PIPE INSTALLAT	\$ 84	\$0	\$0	\$0	N/A	\$0	\$0
560-438503	DRIVEWAY PERMITS	\$ 30	\$450	\$100	\$0	N/A	\$100	\$0
560-438504	BLDG STRUCTURE MVG PERMIT FEE		\$50	\$0	\$0	N/A	\$0	\$0
580-435900	DUMPSTER REFUSE COLLECTION	\$ 16,696	\$17,465	\$13,672	\$17,000	80.4%	\$13,672	\$133,500
620-436500	RECREATION FEES	\$ 102,230	\$103,972	\$102,937	\$110,000	93.6%	\$102,937	\$112,000
620-439502	TOWN CENTER FEES		\$11,037	\$48,466	\$52,000	93.2%	\$48,466	\$52,000
624-433500	MISC FEES		\$0	\$430	\$23,400	1.8%	\$430	\$0
660-431900	MOTOR VEHICLE LICENSES	\$ 140,921	\$151,610	\$160,010	\$148,000	108.1%	\$160,010	\$152,000
543-431900	MOTOR VEHICLE LICENSES-PUBLIC TRANS	\$ -	\$0	\$0		0.0%	\$0	\$30,480
660-432800	TIME WARNER PRIMARY FRANCHISE	\$ 108,201	\$111,112	\$231,823	\$113,459	204.3%	\$231,823	\$114,537
660-432801	TIME WARNER SECONDARY FRANCHISE	\$ 5,771	\$8,735	\$0	\$6,931	0.0%	\$0	\$0
	SUBTOTAL	\$ 1,066,697	\$1,155,037	\$1,246,812	\$1,095,349	113.8%	\$1,246,813	\$1,221,592

MISCELLANEOUS

418-436201	DONATIONS- FETE	\$ -	\$3,987	\$1,824	\$0	N/A	\$1,824	\$0
418-436203	DONATIONS-VISIONING	\$ -	\$6,000	\$0	\$0	N/A	\$0	\$0
660-436205	DONATIONS, CRAFT MKT	\$ -	\$300	\$0	\$0	N/A	\$0	\$0
511-435200	PARKING VIOLATIONS	\$ 3,972	\$3,475	\$1,895	\$3,000	63.2%	\$1,895	\$3,500
511-433500	POLICE MISC	\$ 8,227	\$1,425	\$1,349	\$0	N/A	\$1,349	\$0
511-433502	POLICE SALARY REIMB	\$ 6,113	\$6,353	\$8,482	\$5,000	169.6%	\$8,482	\$5,000
530-433500	FIRE MISC	\$ -	\$489	\$607	\$0	N/A	\$607	\$0
530-436201	fire donations			\$820	\$0	N/A	\$820	\$0
560-434700	DOT REIMBURSEMENT	\$ 6,944	\$11,157	\$3,495	\$10,000	35.0%	\$3,495	\$10,000
540-433500	MISCELLANEOUS	\$ -	\$693	\$2	\$1,500	0.2%	\$2	\$0
540-433506	REPORTS	\$ 35	\$523	\$1,170	\$300	389.8%	\$1,170	\$300
542-438500	STREET INSPECTION FEE	\$ 5,601	\$11,434	\$4,916	\$2,000	245.8%	\$4,916	\$2,000
560-433500	MISCELLANEOUS	\$ 179	\$0	\$70	\$0	N/A	\$70	\$0
580-435901	REFUSE CART SALES	\$ 10,465	\$10,444	\$8,280	\$12,000	69.0%	\$8,280	\$10,500
580-503306	YARD WASTE CARTS	\$ 368	\$1,382	\$1,819	\$1,000	181.9%	\$1,819	\$1,300
592-438101	SALE OF CEMETERY LOTS	\$ -	\$0	\$0	\$0	N/A	\$0	\$8,000
592-434701	DOT REIMBURSE R/W	\$ -	\$4,332	\$0	\$2,000	0.0%	\$0	\$2,000
620-436501	RECREATION SUPPLMT	\$ 32,270	\$34,852	\$35,898	\$34,852	103.0%	\$35,898	\$35,898
624-436201	DONATIONS-OPENING	\$ -	\$2,820	\$0	\$0	N/A	\$0	\$0
660-432900	INTEREST EARNINGS	\$ 141,404	\$184,459	\$77,047	\$130,000	59.3%	\$77,047	\$80,000
660-432902	INTEREST EARNINGS- LEASE PROCEEDS		\$21,969	\$374	\$0	N/A	\$374	\$0
660-433100	RENT-FARMER'S MKT	\$ 2,025	\$2,000	\$1,600	\$2,000	80.0%	\$1,600	\$2,000
445-433500	MISCELLANEOUS		\$546	\$0	\$0	N/A	\$0	\$0
660-433500	MISCELLANEOUS	\$ 19,609	\$15,628	\$8,000	\$2,000	400.0%	\$8,000	\$5,000
660-436200	FARMERS MKT DONATIONS	\$ 1,000	\$1,050		\$0	N/A	\$0	\$0
660-438300	SALE/ FIXED ASSETS	\$ 11,461	\$25,897	\$9,105	\$5,000	182.1%	\$9,105	\$0

GENERAL FUND REVENUE

		99-2000 ACTUAL	2000-01 ACTUAL	2001-02 ACTUAL 06/30/02	2001-02 ADOPTED BUDGET	% COLLECTED YTD	2001-02 EST.	2002-03 ADOPTED BUDGET
660-439500	TOWER LEASES	\$ 64,638	\$66,551	\$68,548	\$68,547	100.0%	\$68,547	\$70,605
	SUBTOTAL	\$ 314,312	\$417,764	\$235,300	\$279,199	84.3%	\$235,300	\$236,103

STATE/COUNTY SHARED

510-435100	COURT OFF FEES	\$ 3,800	\$4,669	\$2,412	\$3,500	68.9%	\$2,412	\$4,000
510-436600	COPS	\$ 37,913	\$756	\$71,183	\$27,588	258.0%	\$71,183	\$29,116
511-436620-51000	BJA GRANT	\$ -	\$19,490		\$0	N/A	\$0	\$0
511-436620-51001	BJA GRANT	\$ -	\$9,069	\$9,899	\$7,321	135.2%	\$9,899	\$0
511-436620-51002	BJA GRANT	\$ -	\$0	\$15,647	\$15,647	100.0%	\$15,647	\$0
511-436640-51003	BJA GRANT			\$18,197	\$0	N/A	\$18,197	\$5,852
511-436610	HIGHWAY PATROL GRT	\$ 8,940	\$0	\$0	\$0	N/A	\$0	\$0
511-436640-51202	PEACE HAVEN GRANT		\$0	\$0	\$1,600	0.0%	\$0	\$0
511-436650	BICYCLE HELMET LAW			\$700	\$0	N/A	\$700	\$0
511-436611	RISK MGMT AGCY GRT			\$750	\$0	N/A	\$750	\$0
515-436630-51201	CRIME COMMISSION GRT	\$ -	\$34,067	\$6,488	\$0	N/A	\$6,488	\$0
660-437201	FEMA GRANTS	\$ 27,634	\$829	\$7,992	\$0	N/A	\$7,992	\$0
540-434710-50000	GOV HIGHWAY SAFETY			\$644	\$0	N/A	\$644	\$0
540-434708-50001	FORESTRY GRANT	\$ -	\$0	\$2,940	\$0	N/A	\$2,940	\$0
540-434703	PLANNING WORK PRG	\$ 22,090	\$11,386	\$18,439	\$23,416	78.7%	\$18,439	\$19,477
543-434705	CHAPEL HILL-BUS SVCS	\$ -	\$163,283	\$0	\$0	N/A	\$125,000	\$0
560-434702	POWELL BILL	\$ 434,246	\$462,427	\$478,240	\$476,622	100.3%	\$478,240	\$478,240
560-434700-50501	NC DOT REIMB-OLD FAY SIDEWALK		\$0	\$0	\$73,035	0.0%	\$0	\$0
560-434700-50502	NC DOT REIMB-S. GRNB SIDEWALK		\$0	\$0	\$8,591	0.0%	\$0	\$0
560-434707	CHAPEL HILL-MIDWAY PARKING LOT		\$34,635	\$0	\$0	N/A	\$0	\$0
560-4xxxx	OWASA CONTRIBUTION		\$0	\$0	\$10,000	0.0%	\$0	\$0
592-434706	LANDSCAPING GRANT	\$ -	\$1,200	\$0	\$0	N/A	\$0	\$0
592-434708	FORESTRY GRANT			\$1,000	\$0	N/A	\$1,000	\$0
660-433700	UTILITY FRANCHISE TX	\$ 432,797	\$405,660	\$98,893	\$416,224	23.8%	\$ 98,893	\$0
660-new	TELECOMMUNICATION PRIV LIC			\$28,969	\$0	N/A	\$ 28,969	\$0
660-433701	PIPED NATL GAS TAX	\$ -	\$48,823	\$12,274	\$42,557	28.8%	\$ 12,274	\$0
660-NEW	ESCHEATS DUE TO CARRBORO			\$12,436			\$ 12,436	\$0
660-433900	INTANGIBLES	\$ 149,446	\$189,704	\$187,400	\$193,498	96.8%	\$187,400	\$0
660-434100	WINE AND BEER	\$ 66,618	\$69,753	\$0	\$69,283	0.0%	\$0	\$0
660-434500	SALES TAX @ 1%	\$ 792,550	\$856,485	\$925,484	\$841,057	110.0%	\$925,484	\$842,702
660-434501	SALES TAX @ 1/2%	\$ 602,361	\$628,777	\$612,084	639,747	95.7%	\$612,084	\$618,659
660-434502	SALES TAX @ 1/2%	\$ 597,400	\$623,421	\$606,606	640,189	94.8%	\$606,606	\$613,389
660-new	SALES TAX REALLOCATION		\$0	-\$39,181	0	N/A	-\$39,181	\$0
660-434504	FOOD STAMPS	\$ 7,645	\$0	\$3,930	\$4,000	98.3%	\$3,930	\$0
	SUBTOTAL	\$ 3,183,442	\$3,564,436	\$3,083,426	\$3,493,874	88.3%	\$3,208,427	\$2,611,435

TRANSFERS/OTHER FINANCING SOURCES

660-439704	INTRAFUND/COPIES	\$ 20,999	\$14,925	\$3,190	\$10,000	31.9%	\$3,190	\$3,000
660-NEW	TRANSFER FROM CEMETERY FUND			\$0	\$0	N/A	\$0	\$40,000
N/A	TRSFR FR PMT IN LIEU		\$15,239	\$0	\$0	N/A	\$0	\$0
N/A	TRANSFER CAP RESERVE		\$37,409	\$76,000	\$40,000	190.0%	\$76,000	\$197,023
N/A	TRANSFER FROM RLF		\$14,000	\$0	\$0	N/A	\$0	\$0
660-491000	LEASE-PURCHASE		\$700,434	\$349,550	\$416,629	83.9%	\$349,550	\$298,187
	SUBTOTAL	\$ 20,999	\$782,007	\$428,740	\$466,629	91.9%	\$428,740	\$538,210

FUND BALANCE APPROPRIATION

660-450000	FUND BALANCE	\$ -	\$0	\$0	\$580,000	0.0%	\$0	\$494,998
	SUBTOTAL	\$ -	\$0	\$0	\$580,000	0.0%	\$0	\$494,998

TOTAL REVENUES

\$ 9,063,901	\$11,853,318	\$11,859,407	\$12,751,013	93.0%	\$11,984,407	\$12,417,343
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GENERAL FUND SUMMARY OF EXPENDITURES

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	5,356,926	5,993,347	6,635,768	6,929,852	95.8%	7,010,509	8,514	7,019,022
OPERATIONS	2,996,348	4,436,916	4,773,916	5,252,104	90.9%	5,010,077	19,650	5,029,726
CAPITAL OUTLAY	249,879	868,360	435,653	569,057	76.6%	351,094	17,500	368,594
TOTAL	8,603,153	11,298,623	11,845,337	12,751,013	92.9%	12,371,680	45,664	12,417,343

**GENERAL FUND
FY2003-03 ADOPTED BUDGET
CATEGORY OF EXPENDITURE BY DEPARTMENT**

DEPARTMENT	PERSONNEL SERVICES	OPERATING COSTS	CAPITAL OUTLAY	TOTAL	FULLTIME POSITION COUNT
MAYOR & ALDERMEN	59,921	96,671	0	156,592	0.00
ADVISORY BOARDS	0	10,120	0	10,120	0.00
GOVERNANCE SUPPORT	0	169,756	0	169,756	0.00
TOWN MANAGER	177,842	20,615	0	198,457	2.00
ECONOMIC & COMM DEV.	78,154	7,075	0	85,229	1.00
TOWN CLERK	71,573	14,950	0	86,523	1.00
MANAGEMENT SERVICES	408,426	621,815	13,150	1,043,391	7.00
PERSONNEL	145,223	48,025	0	193,248	2.00
POLICE	1,919,289	361,148	163,682	2,444,119	37.00
FIRE	1,118,385	227,488	0	1,345,873	24.00
PLANNING	730,602	199,208	19,900	949,710	14.00
TRANSPORTATION	0	730,740	0	730,740	0.00
PUBLIC WORKS	1,410,888	1,541,822	171,862	3,124,572	35.00
PARKS & RECREATION	706,944	294,264	0	1,001,208	9.00
NON-DEPARTMENTAL	191,775	105,152	0	296,927	0.00
DEBT SERVICE	0	580,877	0	580,877	0.00
TOTALS	7,019,022	5,029,726	368,594	12,417,343	132.00

MAYOR AND BOARD OF ALDERMEN

PURPOSE

Acting as elected officials within the framework of the council/manager form of city government, members of the Board of Aldermen make decisions and set policy to insure the safety, health, attractiveness and economic and social well being of the community.

ACTIVITIES

- Adopts an annual action agenda that identifies major objectives for the Town administration.
 - Reviews, reinforces or alters public policies and long range planning governing the operation of municipal functions.
 - Establishes priorities and funding limits through the adoption of an annual budget.
 - Grants or denies requests for conditional use permits.
 - Responds to and communicates with citizens regarding their concerns, perspectives and initiatives.
 - Supervises work and responsibilities of the Town Manager, Town Attorney and Town Clerk.
 - Appoints to and serves on committees and task forces
 - Participates in county and regional-wide planning and establishment of public policy.
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MAYOR AND BOARD OF ALDERMEN - DEPARTMENTAL TOTAL

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	46,993	54,910	57,073	59,921	95.2%	59,921	0	59,921
OPERATIONS	95,258	111,743	104,658	105,425	99.3%	96,671	0	96,671
CAPITAL OUTLAY	2,682	0	0	0	N/A	0	0	0
TOTAL	144,932	166,652	161,730	165,346	97.8%	156,592	0	156,592

PERFORMANCE MEASURES

N/A

DEPARTMENT: Mayor and Board of Aldermen

DIVISION: n/a

CODE: 10-410

500400.....Salaries for Mayor and Board of Aldermen and Program Support Assistant
500500.....Employer's share of FICA
500900.....Legal assistance for the Board of Aldermen
501000.....Funds for state and national conferences and board/staff conferences
501100.....Postage for correspondence associated with the Mayor and Board
501200.....Pager costs
501400.....Travel of Mayor and Aldermen
502500.....Printing of forms used in conducting the business of the Mayor and Board
503200.....Miscellaneous office supplies
503300.....Supplies unique to the operation of the governance function
504500.....Facilitation services
504700.....Municipal election (every other year)
505300.....Dues and subscriptions to organizations and publications

PRIOR YEAR APPROVED CHANGES	
Pay Plan Adjustment – Board of Aldermen	\$3,186
Pay Plan Adjustment – Town Attorney	\$3,910

MAYOR AND BOARD OF ALDERMEN
10-10-410-000

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	46,993	54,910	57,073	59,921	95.2%	59,921	0	59,921
OPERATIONS	95,258	111,743	104,658	105,425	99.3%	96,671	0	96,671
CAPITAL OUTLAY	2,682	0	0	0	N/A	0	0	0
TOTAL	144,932	166,652	161,730	165,346	97.8%	156,592	0	156,592

DETAIL

500300	PART-TIME SALARIES	42,249	45,264	47,527	47,527	100.0%	0	0
500400	TEMPORARY SALARIES	1,405	5,743	5,489	8,136	67.5%	55,663	55,663
500500	FICA	3,339	3,902	4,056	4,258	95.3%	4,258	4,258
500900	PROF SERVICES	74,454	90,281	83,780	82,110	102.0%	82,110	82,110
501000	CONFERENCES	3,704	4,674	3,432	2,750	124.8%	2,750	2,750
501100	POSTAGE	342	1,243	905	850	106.4%	850	850
501200	PHONE	0	0	0	115	0.0%	115	115
501400	TRAVEL	1,747	1,019	294	2,300	12.8%	1,300	1,300
502500	PRINTING	729	760	377	1,000	37.7%	1,000	1,000
502600	ADVERTISING		675	0	0	N/A	0	0
503200	OFFICE SUPPLIES	433	157	279	300	93.2%	300	300
503300	DEPT SUPPLIES	3,175	1,397	5,321	2,400	221.7%	2,400	2,400
504500	CONTRACT SERVICES	1,858	10,404	2,467	3,000	82.2%	3,846	3,846
504700	ELECTIONS	7,729	0	6,577	8,600	76.5%	0	0
505300	DUES/SUBSCRIPTIONS	1,088	1,132	1,227	2,000	61.4%	2,000	2,000
507400	FURNITURE/EQUIPMENT	2,682	0	0	0	N/A	0	0
SUBTOTAL		144,932	166,652	161,730	165,346	97.8%	156,592	0

ADVISORY BOARDS / COMMISSIONS

PURPOSE

Advisory boards and commissions advise the Board of Aldermen on issues and policy decisions as provided for in the Carrboro Town Code.

ACTIVITIES

- Reviews and makes comments to the Board of Aldermen on proposed policies, plans and ordinances; and
- Make recommendations to Board of Aldermen as to the need for policies and ordinances.

ADVISORY BOARDS/COMMISSIONS - DEPARTMENTAL TOTAL

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	0	0	0	0	N/A	0	0	0
OPERATIONS	8,118	8,368	4,842	12,895	37.6%	10,120	0	10,120
CAPITAL OUTLAY	0	0	0	0	N/A	0	0	0
TOTAL	8,118	8,368	4,842	12,895	37.6%	10,120	0	10,120

PERFORMANCE MEASURES

N/A

DEPARTMENT: Advisory Boards and Commissions

DIVISION: n/a

CODE: 10-415

500800.....Training for Advisory Boards
505701.....Expenses of Appearance Commission
505702.....Expenses of Planning Board
505703.....Expenses of Board of Adjustment
505704.....Expenses of Parks & Recreation Commission
505705.....Expenses of Transportation Advisory Board
505706.....Expenses of Citizens Cemetery Commission
505707.....Expenses of Human Services Commission
505708.....Expenses of Northern Transition Area Advisory Committee
505710.....Recognition Banquet for Members of Boards and Commissions
505711.....Expenses of Downtown Development Commission
505714.....Expenses of Cable T.V. Advisory Commission
505718.....Expenses of Arts Committee
505719.....Expenses of Environmental Board

ADVISORY BOARDS AND COMMISSIONS

10-10-415-000

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	0	0	0	0	N/A	0	0	0
OPERATIONS	8,118	8,368	4,842	12,895	37.6%	10,120	0	10,120
CAPITAL OUTLAY	0	0	0	0	N/A	0	0	0
TOTAL	8,118	8,368	4,842	12,895	37.6%	10,120	0	10,120

DETAIL

500800	ADVISORY BOARD TRAINING	0	0	0	0	N/A	350		350
505701	APPEARANCE COMM	551	579	211	725	29.2%	400		400
505702	PLANNING BOARD	1,068	711	373	900	41.4%	700		700
505703	BD OF ADJUSTMENT	461	284	142	650	21.9%	350		350
505704	PARKS & RECREATION	891	883	1,382	2,400	57.6%	1,400		1,400
505705	TRANSPORTATION								
505705	ADVISORY BOARD	610	894	526	900	58.5%	700		700
505706	CITIZENS CEMETERY	332	225	0	800	0.0%	300		300
505707	HUMAN SERVICES	113	169	233	235	99.2%	235		235
505708	N. TRANSITION AREA								
505708	ADVISORY COMM	0	345	20	700	2.8%	400		400
505710	RECOGNITION BANQUET	2,916	3,000	1,708	3,200	53.4%	3,200		3,200
505711	DOWNTOWN DEV. COMM	318	127	24	450	5.4%	450		450
N/A	SMALL AREA PLAN	5	0	0	0	N/A	0		0
505714	CABLE TV	323	27	0	235	0.0%	235		235
N/A	NC COAL PUB TRANS	30	0	0	0	N/A	0		0
505718	ARTS COMMITTEE	366	591	105	1,000	10.5%	1,000		1,000
505719	ENVIRONMENTAL BOARD	133	533	117	700	16.7%	400		400
	SUBTOTAL	8,118	8,368	4,842	12,895	37.6%	10,120	0	10,120

GOVERNANCE SUPPORT

PURPOSE

This budget category supports local and regional agencies providing community services or information vital to the execution of Board of Aldermen priorities.

GOVERNANCE SUPPORT - DEPARTMENTAL TOTAL

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	0	0	0	0	N/A	0	0	0
OPERATIONS	79,200	163,761	198,296	171,745	115.5%	169,756	0	169,756
CAPITAL OUTLAY	0	0	0	0	N/A	0	0	0
TOTAL	79,200	163,761	198,296	171,745	115.5%	169,756	0	169,756

PERFORMANCE MEASURES

N/A

DEPARTMENT: Governance Support

DIVISION: n/a

CODE: 10-418

504501.....Dues to Triangle J. Council of Governments
504502.....Dues to NC League of Municipalities
504503.....Economic Development Commission – Carrboro’s share
504504.....Dues to Institute of Government – *includes one-time contribution for
construction of building wing for local governmental activities*
504505.....Contribution to ArtsCenter
504506.....Human Services Grants
504508.....League of Women Voters
504510.....Community Dinner Event (included within Human Services Grants)
504512.....Orange County Housing Corporation
504516.....Downtown Business Association
504517.....Library Project
504518.....Town’s Mediation Policy
504519.....Cable TV Consultation Fees
504521.....Lincoln High School Project Grant
504522.....Club Nova
504523.....AfterSchool Program (included within Human Services Grants)
504525.....Public-Private Partnership
504533.....Metropolitan Coalition
504538.....Graduation Celebration
504540.....American Red Cross (included within Human Services Grants)
504541.....Fiesta Pueblo (included within Human Services Grants)
504542.....Carrboro Music Festival

GOVERNANCE SUPPORT
10-10-418-000

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL
OPERATIONS
CAPITAL OUTLAY

0	0	0	0	N/A	0	0	0
79,200	163,761	198,296	171,745	115.5%	169,756	0	169,756
0	0	0	0	N/A	0	0	0

TOTAL

79,200	163,761	198,296	171,745	115.5%	169,756	0	169,756
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DETAIL

504501	TRIANGLE J COG	5,896	6,020	6,245	6,500	96.1%	6,700		6,700
504502	NC LEAGUE OF MUNIC.	7,297	7,741	8,250	7,900	104.4%	8,000		8,000
504503	ECON. DEV. COM.	6,000	6,000	6,000	6,000	100.0%	6,000		6,000
504504	INSTITUTE OF GOV'T.	1,210	1,235	1,281	1,500	85.4%	2,781		2,781
504505	ARTS CENTER	15,000	14,950	15,000	15,000	100.0%	15,000		15,000
504506	HUMAN SERVICES GRANT	0	80,000	99,561	100,000	99.6%	100,000		100,000
504507	EMPOWERMENT	6,000	0		0	N/A	0		0
504508	LEAGUE WOMEN VOTERS	250	250	250	250	100.0%	250		250
504509	HISTORICAL PRESERVATION	200	0	0	0	N/A	0		0
504510	COMMUNITY DINNER	0	500	0	0	N/A	0		0
504512	ORANGE HOUSING CORP. ORANGE CO. CP&L LEGAL	15,000	18,000	18,000	18,000	100.0%	18,000		18,000
504513	FEES	0	3,000	0	0	N/A	0		0
504515	ECON DEV PROJECTS	0	0	29,700	0	N/A	0		0
504516	DOWNTOWN BUS ASSOC	134	0	496	500	99.1%	500		500
504517	LIBRARY PROJECT	4,000	4,000	4,000	4,000	100.0%	4,000		4,000
504518	MEDIATION	0	0	560	750	74.7%	0		0
504519	CABLE TV CONSULTATION	0	3,875	3,500	3,500	100.0%	5,000		5,000
504520	POLICE APPRECIATION DAY	0	250	0	0	N/A	0		0
504521	LINCOLN HIGH SCHOOL GRANT		1,855	645	645	100.0%	0		0
504522	CLUB NOVA	0	0	2,500	2,500	100.0%	0		0
504523	AFTER SCHOOL PROGRAM	6,000	6,000	0	0	N/A	0		0
504524	SHAPING ORANGE CO.	1,809	0	0	0	N/A	0		0
504533	METROPOLITAN COALITION	1,513	1,552	1,500	1,700	88.2%	1,700		1,700
504538	GRADUATION CELEBRATION	200	0	0	0	N/A	0		0
504540	AMERICAN RED CROSS	1,000	1,000	0	0	N/A	0		0
504541	EL PUEBLO	1,000	1,000	0	0	N/A	0		0
504542	CARRBORO MUSIC FESTIVAL	3,000	3,987	808	3,000	26.9%	1,825		1,825
504543	VISION 20/20 STUDY	3,691	546	0	0	N/A	0		0
504545	TOWN CRAFTS MARKET	0	2,000	0	0	N/A	0		0
SUBTOTAL		79,200	163,761	198,296	171,745	115.5%	169,756	0	169,756

TOWN MANAGER'S OFFICE

PURPOSE

To implement the policies of the Mayor and Board of Aldermen and communicate them to residents; to be responsive to the community and to be responsive to the residents' needs to consistently meet their requirements; and to effectively organize and manage town resources.

ACTIVITIES

- Provides general guidance and support to town departments in achieving town-wide goals and objectives;
- Develops strategies and seeks solutions to town departmental capital improvement needs;
- Studies, develops, and supervises recommendations on policies and programs at the direction of the Board of Aldermen;
- Provides staff support for the Board of Aldermen, Cable TV Committee and other groups as assigned;
- Represents the town administration in dealing with news media, intergovernmental relations, town residents, the Chamber of Commerce and other boards and committees that interact with the town;
- Produces public information document to improve communication with the Mayor and Board of Aldermen, residents, employees, and other users of town services.

WORK PLAN

Goal I: Improve the efficiency and effectiveness of the policy development process

Objectives: 1. Refine the town's goal-setting process

2. Ensure timely response to requests from the Board of Aldermen.

3. Ensure the Board of Aldermen is provided concise, well-organized and timely information that lays out viable alternatives for policy development.

Project: Refine the assessment analysis used in the goal-setting process to provide data to support trends identified in the community and in service delivery.

Project: Evaluate and refine tracking mechanisms to ensure timely response (Action Agenda Status Reports, Follow-up Action Reports)

Project: Evaluate and refine agenda abstracts and presentations before the Board.

Goal II: Provide accessible, user-friendly communications and services to the public

Objectives: 1. Improve communication within the community and the internal organization.

Project: Develop a town communication plan .

Goal III: Ensure staff satisfaction and retention

Objective: Retain talented and productive employees.

Project: Evaluate existing Town personnel policies and recommend a comprehensive approach to retaining talented and productive employees.

Goal IV: Increase organizational effectiveness

Objective: Increase departmental effectiveness in achieving Board of Aldermen's goal and objectives.

Project: Develop a performance based and goal oriented evaluation for department heads.

TABLE OF ORGANIZATION

<i>POSITION</i>	Town Manager's Office			
	<i>GRADE</i>	<i>FY'00-01</i>	<i>FY'01-02</i>	<i>FY'02-03</i>
Town Manager	n/a	1	1	1
Assistant To Town Manager	17	1	1	1
FULL-TIME POSITIONS		2	2	2

TOWN MANAGER - DEPARTMENTAL TOTAL

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	139,342	152,336	179,214	172,909	103.6%	177,842	0	177,842
OPERATIONS	11,404	17,367	28,963	28,620	101.2%	20,615	0	20,615
CAPITAL OUTLAY	3,015	5,190	0	0	N/A	0	0	0
TOTAL	153,761	174,893	208,177	201,529	103.3%	198,457	0	198,457

PERFORMANCE MEASURE

N/A

- | | |
|---------------------|---|
| 500200 | Salaries of Town Manager and Assistant to the Manager |
| 500500 | Employer's share of FICA |
| 500600 | Employer's share of insurance cost |
| 500700 | Employer's share of retirement cost |
| 500701 | Employer's contribution to supplementary retirement plan |
| 500800 | Training - management seminars and public information courses |
| 501000 | Attendance at state and national conferences with municipal government and public information concerns |
| 501100 | Postage for office correspondence |
| 501200 | Telephone – payment for mobile phone use |
| 501400 | Travel allowance for Town Manager and travel expense for staff |
| 501600 | Maintenance and repair of equipment - rental of pager and cellular phone |
| 502500 | Printing - office copying, employee newsletter, administrative procedures manual |
| 502600 | Advertising |
| 503200 | Miscellaneous office supplies |
| 503300 | Departmental supplies |
| 503305 | Replacement computer & software |
| 504500 | Contractual Services – camera services for televising Board meetings |
| 505300 | Dues and subscriptions to organizations and publications plus research services and organization membership for Carolinas Innovations Group |

TOWN MANAGER
10-10-420-000

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	139,342	152,336	179,214	172,909	103.6%	177,842	0	177,842
OPERATIONS	11,404	17,367	28,963	28,620	101.2%	20,615	0	20,615
CAPITAL OUTLAY	3,015	5,190	0	0	N/A	0	0	0
TOTAL	153,761	174,893	208,177	201,529	103.3%	198,457	0	198,457

DETAIL

500200 SALARIES	116,545	127,251	149,474	146,344	102.1%	150,004		150,004
500500 FICA	8,720	8,633	10,243	10,004	102.4%	10,408		10,408
500600 INSURANCE	4,993	5,880	7,375	5,000	147.5%	5,580		5,580
500700 RETIREMENT	5,641	6,575	7,530	7,171	105.0%	7,350		7,350
500701 SUPPL RETIREMENT	3,443	3,997	4,592	4,390	104.6%	4,500		4,500
500800 TRAINING	0	82	850	600	141.7%	600		600
501000 CONFERENCES	1,513	2,690	-42	1,925	-2.2%	1,925		1,925
501100 POSTAGE	238	84	297	525	56.5%	525		525
501200 TELEPHONE	657	693	545	580	94.0%	580		580
501400 TRAVEL	2,579	4,200	4,200	4,400	95.5%	4,400		4,400
501600 M & R EQUIP	0	100	0	250	0.0%	250		250
502500 PRINTING	682	4,287	399	1,000	39.9%	700		700
502600 ADVERTISING	40	0	250	100	250.0%	100		100
503200 OFFICE SUPPLIES	226	320	382	400	95.5%	400		400
503300 DEPT SUPPLIES	1,711	1,291	2,167	1,500	144.5%	1,445		1,445
503305 COMPUTERS & PERIPHERALS	0	457	2,871	2,650	108.4%	0		0
504500 CONTRACT	175	480	12,297	11,100	110.8%	6,100		6,100
505300 DUES/SUBS	3,583	2,683	2,501	3,590	69.7%	3,590		3,590
505700 MISCELLANEOUS	0	0	2,245	0	N/A	0		0
507400 FURNITURE/EQPMT	3,015	5,190	0	0	N/A	0	0	0
SUBTOTAL	153,761	174,893	208,177	201,529	103.3%	198,457	0	198,457

ECONOMIC AND COMMUNITY DEVELOPMENT

PURPOSE

To promote and enhance the economic well being of Carrboro, promote and facilitate the development of safe, decent, and affordable housing for Carrboro residents.

ACTIVITIES

- Administers the Town's Revolving Loan Program;
- Represents the Town in the County HOME Consortium that administers and prepares a housing affordability strategy on an annual basis;
- Develops and implements economic development strategies for the Town;
- Provides assistance and advice to new, expanding and relocating businesses;
- Promotes business participation in civic, social, youth and educational programs;
- Develops and operates programs to strengthen the local economy supporting the Carrboro business association; promoting and supporting resources that support small business development;
- Assists low/moderate income families and individuals in obtaining safe, decent and sanitary housing at reasonable costs;
- Prepares and implements the Community Development Block Grant for the Town;
- Provides staff support to the DDC, Arts Committee, and Human Services Commission;
- Serves as staff liaison to the Farmers Market and the Sunday Craft Market;
- Represents the Town on the Chamber of Commerce, PPP, Orange County EDC and other boards and committees on economic development, social, and housing issues;
- Provide assistance and advice to new, expanding, and relocating businesses; and
- Recruit new commercial business to the Town to generate additional tax base.

Goal I: Create an opportunity for the town to encourage good development.

Objective: Increase the amount of non-residential taxes coming into the town.

- Project: Partner with the Chamber of Commerce, Orange County EDC, and the Town of Chapel Hill to develop a plan to stop the retail leakage out of the County.
- Project: Continue working with local and non-local investors and developers to bring new building projects to the Town by facilitating the development process and providing information on available property for development and potential for partnerships.
- Project: Continue the Carrboro music festival to introduce new visitors to the Town and what it has to offer.

Goal II: Work with businesses to increase and organize parking available for downtown.

- Objective: Provide customers in the downtown area with additional and convenient parking to encourage shopping in the downtown.
- Project: Lease a parking lot in the downtown area (100 block area of Main St.) and work an arrangement with various property owners to participate in a joint venture for better parking accessibility.
- Project: Look for opportunities to collaborate with developers to increase the number of parking spaces in the downtown.

Goal III: Maintain current working relationships with the townspeople, business leaders, banks, property holders, and staff.

- Objective: Maintain free and open discussion about the town's needs and the needs of the community.
- Project: Hold interest group discussions once a year to ensure that the Town is on target with achieving the goals set to improve the infrastructure, town economy, and improving opportunity for increased development.
- Project: Create a marketing plan for the town and seek opportunities to promote the town's good qualities.

Goal IV: Increase the number of affordable housing units in the Town.

- Objective: Review all new housing projects presented to the Town for inclusion of affordable housing units as mandated in regulations approved by the Board of Aldermen.
- Project: Collaborate with Orange County Community Housing to purchase at least three condominium units for resale to families.

Goal V: Promote the downtown as focus for the information technology industry.

Objective: Continue to diversify the tax base and create more high paying jobs for town residents and to promote the town's image as a place for technology businesses.

Project: Explore possibility of providing public access to the town's fiber optic outlay infrastructure.

Project: Work with the University of North Carolina at Chapel Hill to promote the town as a viable location for "spin-off" businesses in conjunction with University plans to construct office buildings.

TABLE OF ORGANIZATION

Economic and Community Development Department

<i>POSITION</i>	<i>GRADE</i>	<i>FY'00-01</i>	<i>FY'01-02</i>	<i>FY'02-03</i>
Director of Economic and Community Development	24	1	1	1
FULL TIME POSITION		1	1	1

ECONOMIC DEVELOPMENT - DEPARTMENTAL TOTAL

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	69,720	73,257	78,946	75,702	104.3%	78,154	0	78,154
OPERATIONS	2,785	5,103	9,169	10,125	90.6%	7,075	0	7,075
CAPITAL OUTLAY	998	0	0	0	N/A	0	0	0
TOTAL	73,503	78,359	88,115	85,827	102.7%	85,229	0	85,229

PERFORMANCE MEASURE

	FY99-2000 ACTUAL	FY2000-01 ACTUAL	FY2001-02 ESTIMATED	FY2002-03 PROJECTED
Economic Development				
# New Businesses in Carrboro	11	N/A	15	10
# Referrals for Counseling to the Small Business and Technology Development Center From Carrboro	31	31	22	30
# Referrals Sent to Good Works	37	10	15	15
# Revolving Loan Inquiries	112	N/A	98	100
Affordable Housing Initiatives				
# one-to-one business counseling	7	N/A	84	100
SBTDC Clients receiving pre-venture class orientations	N/A	N/A	8	8

DEPARTMENT: Economic and Community Development Department

DIVISION: n/a

CODE: 10-421

500200.....Salaries
500400.....Staff support (10 hours per week)
500500.....Employer's share of FICA
500600.....Employer's share of insurance cost
500700.....Employer's share of retirement cost
500701.....Employer's contribution to supplementary retirement plan
500800.....Training
501000.....Conferences
501100.....Postage
501400.....Travel
501600.....Maintenance and repair of equipment
502500.....Printing
502600.....Advertising
503200.....Miscellaneous office supplies
503300.....Departmental supplies
503305.....Replacement computer & software
504511.....Holiday Events
505300.....Dues and subscriptions

ECONOMIC AND COMMUNITY DEVELOPMENT**10-10-421-000**

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	69,720	73,257	78,946	75,702	104.3%	78,154	0	78,154
OPERATIONS	2,785	5,103	9,169	10,125	90.6%	7,075	0	7,075
CAPITAL OUTLAY	998	0	0	0	N/A	0	0	0
TOTAL	73,503	78,359	88,115	85,827	102.7%	85,229	0	85,229

DETAIL

500200	SALARIES	53,094	54,525	58,811	57,761	101.8%	59,205		59,205
500400	TEMPORARY SALARIE	4,789	5,500	5,885	6,459	91.1%	6,459		6,459
500500	FICA	4,165	4,512	4,774	4,419	108.0%	5,023		5,023
500600	INSURANCE	3,609	4,311	4,848	2,500	193.9%	2,790		2,790
500700	RETIREMENT	2,520	2,749	2,882	2,830	101.8%	2,901		2,901
500701	SUPL RETIREMENT	1,543	1,660	1,746	1,733	100.8%	1,776		1,776
500800	TRAINING	0	0	95	300	31.7%	300		300
501000	CONFERENCES	104	10	8	875	0.9%	875		875
501100	POSTAGE	383	188	286	500	57.2%	500		500
501400	TRAVEL	76	230	452	600	75.4%	600		600
501600	M & R EQUIP	70	480	480	600	80.0%	600		600
502500	PRINTING	529	1,071	1,999	400	499.8%	300		300
502600	ADVERTISING	0	470	371	600	61.9%	600		600
503200	OFFICE SUPPLIES	91	210	130	300	43.4%	300		300
503300	DEPT SUPPLIES	720	166	796	1,500	53.1%	1,200		1,200
	COMPUTERS &								
503305	PERIPHERALS	0	0	2,621	2,650	98.9%	0		0
504511	HOLIDAY EVENTS	0	779	958	1,000	95.8%	1,000		1,000
505300	DUES/SUBS	811	1,498	972	800	121.5%	800		800
507400	FURNITURE/EQPMT	998	0	0	0	N/A	0		0
SUBTOTAL		73,503	78,359	88,115	85,827	102.7%	85,229	0	85,229

TOWN CLERK

PURPOSE

To record official Board of Aldermen activities; to prepare agendas and minutes of Board of Aldermen's meetings available to citizens and Town staff; to maintain Town records; to prepare updates to the Town Code; and to provide support to the Mayor and Board members.

ACTIVITIES

- Maintains official Town records, including the minutes of the Board of Aldermen's meetings, ordinances, deeds and agreements.
- Provides electronic access to agendas and minutes of Board of Aldermen meetings.
- Prepares and distributes Board of Aldermen agendas and minutes.
- Prepares and distributes the monthly Calendar of Meetings.
- Prepares the Quarterly Calendar for consideration by the Mayor and Manager.
- Maintains a roster of boards and commissions, and advertises when vacancies occur;
- Researches Town records upon request.
- Provides assistance to Mayor, Board of Aldermen, Town Manager and Town Attorney.

WORK PLAN

Goal I: Provide electronic access to Board of Aldermen minutes and agendas.

Objective #1: Continue to improve the Town's web site for the Town Clerk's Office so that citizens and Town staff can access agendas and minutes of the Board of Aldermen's meetings.

TABLE OF ORGANIZATION

<hr/> Town Clerk's Office				
<i>POSITION</i>	<i>GRADE</i>	<i>FY'00-01</i>	<i>FY'01-02</i>	<i>FY'02-03</i>
Town Clerk	n/a	1	1	1
FULL-TIME POSITION		1	1	1

TOWN CLERK - DEPARTMENTAL TOTAL

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 REQUESTED BUDGET
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SUMMARY

PERSONNEL	65,928	68,891	73,706	69,605	105.9%	71,573	0	71,573
OPERATIONS	15,220	19,851	16,108	28,155	57.2%	14,950	0	14,950
CAPITAL OUTLAY	2,763	0	0	0	N/A	0	0	0
TOTAL	83,910	88,743	89,814	97,760	91.9%	86,523	0	86,523

PERFORMANCE MEASURES

	FY99- 2000 ACTUAL	FY2000-01 ACTUAL	FY2001-02 ESTIMATED	FY2002-03 PROJECTED
# Agenda Packets Distributed	1,260	1,056	777	735
# Sets Minutes Distributed	840	800	296	280
# Employee Hours Spent Preparing Agendas	480	480	555	525
# Employee Hours Spent Preparing Minutes	150	160	185	175
% Of Minutes Approved Without Amendment	87%	75%	95%	98%
% Of Minutes Prepared Within 7 Days of the Meeting	100%	100%	100%	100%

DEPARTMENT: Town Clerk

DIVISION: n/a

CODE: 10-426

500200.....Salaries of Town Clerk
500500.....Employer's share of FICA
500600.....Employer's share of insurance cost
500700.....Employer's share of retirement cost
500701.....Employer's contribution to supplementary retirement plan
500800.....Training for Town Clerk
501000.....Conferences for Town Clerk
501100.....Postage charges - agenda packets, correspondence
501400.....Travel for Town Clerk
501600.....Maintenance contracts for IBM typewriter, action line dictator/transcriber,
computer, laser jet printer, VIP recorder,
502500.....Printing agenda and other related documents
502600.....Advertising Board of Aldermen meetings and special notices
503200.....Miscellaneous office supplies
503300.....Miscellaneous supplies unique to Town Clerk's Office; minute books; ordinance
books; supplies for laser jet; indexing system; etc.
503305.....Computers and Peripherals
505300.....Dues to the N.C. Clerks' Association, International Institute of Municipal Clerk's
Association for Town Clerk

TOWN CLERK
10-10-426-000

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	65,928	68,891	73,706	69,605	105.9%	71,573	0	71,573
OPERATIONS	15,220	19,851	16,108	28,155	57.2%	14,950	0	14,950
CAPITAL OUTLAY	2,763	0	0	0	N/A	0	0	0
TOTAL	83,910	88,743	89,814	97,760	91.9%	86,523	0	86,523

DETAIL

500200	SALARIES	54,165	55,875	59,764	58,074	102.9%	59,526		59,526
500500	FICA	3,987	4,195	4,397	4,443	99.0%	4,554		4,554
500600	INSURANCE	3,609	4,311	4,848	2,500	193.9%	2,790		2,790
500700	RETIREMENT	2,585	2,816	2,928	2,846	102.9%	2,917		2,917
500701	SUPL RETIREMENT	1,582	1,695	1,769	1,742	101.6%	1,786		1,786
500800	TRAINING	0	0	0	250	0.0%	250		250
501000	CONFERENCES	0	0	0	250	0.0%	250		250
501100	POSTAGE	1,389	1,231	309	1,400	22.1%	500		500
501400	TRAVEL	0	0	0	200	0.0%	200		200
501600	M & R EQUIP	70	84	78	1,000	7.8%	350		350
502500	PRINTING	6,860	11,343	1,596	9,000	17.7%	2,000		2,000
502600	ADVERTISING	5,628	4,476	6,663	9,000	74.0%	9,000		9,000
503200	OFFICE SUPPLIES	320	506	632	750	84.3%	900		900
503300	DEPT SUPPLIES	564	632	1,430	1,050	136.2%	1,300		1,300
	COMPUTERS &								
503305	PERIPHERALS	0	1,215	5,254	4,855	108.2%	0		0
504500	CONTRACT SVCS	0	220	0	0	N/A	0		0
505300	DUES/SUBSCRIPTIONS	390	145	145	400	36.3%	200		200
507400	FURNITURE/EQUIPMENT	2,763	0		0	N/A	0		0
SUBTOTAL		83,910	88,743	89,814	97,760	91.9%	86,523	0	86,523

MANAGEMENT SERVICES

PURPOSE

The Management Services Department provides financial, purchasing and technology services with the objective of providing a foundation for fiscal control and accountability as required by state and federal law. The department is also dedicated to improving town-wide delivery of services through technology, research, and project development that meet the highest standard of professional performance and citizen satisfaction.

ACTIVITIES

- Satisfies all principal duties regarding financial reporting including an annual audit as required by state law.
- Ensures prompt and efficient payment of all Town obligations including accounts payable and payroll.
- Approves privilege license applications for local businesses, collects receipts owed, and monitors and collects on delinquent accounts.
- Manages cash and investments to ensure sufficient cash is always available to pay current obligations and that idle cash is invested in a manner that ensures safety as well as good interest earnings.
- Provides coverage at front reception area to answer incoming phone calls and to collect revenues for various town departments.
- Maintains fixed asset records and disposes of assets at the end of their useful life.
- Issues purchase orders for goods and services and solicits bids according to Town policies and general statutes.
- Maintains in-house central stores for Public Works.
- Manages insurance program attending to all claims including: General, Police, Public Officials, Auto and Property Liability.
- Formulates and administers the annual operating budget.
- Coordinates efforts to update and develop Capital Improvements Plan for the Town.
- Provides analytical support for special projects including performance measurement and operational studies.

- Supports Town Departments by administering the Town's phone and computer network system, providing system backup, computer maintenance and repair services, and project support in automating town services.
- Operates and administers the Town's internal e-mail system and town's internal intranet and internet site.

WORK PLAN

Goal I: Monitor financial condition to ensure budgetary goals are met and a healthy financial condition is maintained.

- Objectives: 1. Minimize the tax rate through responsible planning and budgeting
2. Ensure fiscal control and accountability as required by state and federal law.
- Project: Develop capital financing and debt policies for the Town to consider in financing capital infrastructure and improvements.
- Project: Renegotiate banking services contract to maximize investment of idle cash and to improve cash collections and disbursements.
- Project: Pursue Comprehensive Annual Financial Reporting Award that acknowledges the Town's annual audit report for excellence in financial reporting.

Goal II: Identify programmatic activities that can be effectively streamlined and decentralized in a manner that is cost-effective and is convenient and satisfactory to the Board of Aldermen, Town Manager, department and community residents.

2. Objective: Identify opportunities within the MUNIS financial system and current work practices to streamline paperwork and work processes conducted for financial transactions and reporting.
- Project: Train departments on use of new financial system to access financial information and to create financial reports as needed.
- Project: Review town billing and collection practices and procedures for opportunities to streamline financial transactions conducted (including refuse collection billing).
- Project: Implement privilege license billing program on MUNIS in time for FY03-04 billing.
- Project: Pursue and implement capability to allow use of credit cards to town customers.
- Project: Implement new statutory requirements with regard to procurement and construction policies and activities of the Town.

Goal III: To provide effective, efficient and timely technology services to all Town departments while using the Town's technological resources to serve the community more effectively and efficiently. Continue to develop the technological infrastructure through long term technology planning, effective management and administration of Local Area Networks (LANs), the Wide Area Network (WAN), user workstations and an emphasis on reliability and end user service.

- Objectives:
1. Increase the reliability of end user data through comprehensive virus protection at the gateway, file, email and desktop levels.
 2. Increase network performance, robustness and usage while decreasing disaster recovery time.
 3. Expand the content and usefulness of the Intranet site - ELVIS to further facilitate and promote a "paperless" office.
 4. Sharpen the effectiveness, efficiency and timeliness of the delivery of information to citizens through the Town's Internet WEB site.
- Project: Expand and evolve the Town's Intranet and Internet sites, developing the sites in accordance with Board vision and goals.
- Project: Work with Recreation Department to enable patrons to pay for recreation activities on-line using debit or credit cards.

TABLE OF ORGANIZATION

Management Services				
<i>POSITION</i>	<i>GRADE</i>	<i>FY'00-01</i>	<i>FY'01-02</i>	<i>FY'02-03</i>
Assistant Town Manager	28	1	1	1
Information & Technology Manager	24	1	1	1
Accounting Officer	20	1	1	1
Purchasing Officer	17	1	1	1
Staff Accountant	16	1	1	1
Accounting Technician II	11	1	1	1
Accounting Technician I	9	1	1	1
Program Support Assistant II	9	*	*	*
FULL TIME POSITIONS		7	7	7

*PERMANENT PART TIME POSITION

MANAGEMENT SERVICES - DEPARTMENTAL TOTAL

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	269,544	326,945	393,018	396,919	99.0%	408,426	0	408,426
OPERATIONS	309,048	469,591	534,400	543,619	98.3%	621,816	0	621,816
CAPITAL OUTLAY	8,693	244,299	69,214	72,032	96.1%	8,150	5,000	13,150
TOTAL	587,285	1,040,834	996,633	1,012,570	98.4%	1,038,392	5,000	1,043,392

PERFORMANCE MEASURE

	FY99-2000 ACTUAL	FY2000-01 ACTUAL	FY2001-02 ESTIMATED	FY2002-03 PROJECTED
Management Services				
# Monthly Budget Reports Prepared For Departments	7	11	11	12
# Checks Processed (Accounts Payable)	N/A	4,105	4,051	3,900
# Purchase Orders Processed	N/A	875	656	600
# Privilege Licenses Billed	600	602	610	610
# Monthly Reports Delivered to Departments by the 10 th of the Month	3	5	11	12
# Quarterly Financial Report Submitted to Board within 30 days of Quarter-end	2	1	3	4
% Actual Revenues to General Fund Revenue Projections	6.2%	3.6%	(1.77%)	3%
Information Technology				
# Workstations Maintained	N/A	N/A	97	104
# of planned network downtime per month (8:30-5:00) – most “planned” network downtime is performed off hours (9:00PM – 4:00AM).	N/A	N/A	1 or less	1 or less
Average # of hours of network downtime per planned incident.	N/A	N/A	1.5	1.5
Approx. # of hours of network downtime per UNplanned incident per month.	N/A	N/A	.5 or less	.5 or less
Planned down time consistent with communication	N/A	N/A	97%	97%
# of UNsuccessful backups per month	N/A	N/A	3	3
100% data backup retrieval	N/A	N/A	95%	95%

DEPARTMENT: Management Services

DIVISION: Management Services

CODE: 10-445

500200.....Salaries of Assistant Town Manager, Finance, and Purchasing staff
500400.....Part-time Program Support Assistant II
500500.....Employer's share of FICA
500600.....Employer's share of insurance cost
500700.....Employer's share of retirement cost
500701.....Employer's contribution to supplemental retirement plan
500800.....Training for Management Services personnel
501000.....Attendance at conferences
501100.....Postage charges
501400.....Travel
501600.....Maintenance and repair of equipment
502100.....Rent – Lease cost for copier and postage meter —provides copier budget for
administrative departments in Town Hall.
502101.....Lease-purchase payment for financial system
502500.....Printing including budget document and copying
502600.....Advertising for bids
503100.....Gas, Oil and Tires
503200.....Miscellaneous office supplies
503300.....Supplies unique to department operations, cost for forms and check formats
associated with financial system (W-2 forms, 1099 forms, checks, etc...)
503305.....Replacement Computer and Software
504500.....Contracts for services - property tax collection, financial system software
maintenance contract; and annual audit services
504704.....Banking services
505300.....Dues and subscriptions
506000.....Insurance-General
506001.....Insurance-Public Officials
507400..... Furniture and Equipment

MANAGEMENT SERVICES
10-10-445-000

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	269,544	274,976	324,121	328,976	98.5%	338,556	0	338,556
OPERATIONS	309,041	338,210	341,628	334,665	102.1%	376,207	0	376,207
CAPITAL OUTLAY	8,693	22,992	4,454	12,528	35.6%	0	0	0

TOTAL	587,278	636,178	670,203	676,169	99.1%	714,763	0	714,763
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DETAIL

500200	SALARIES	214,780	206,087	249,439	255,604	97.6%	261,986		261,986
500201	OVERTIME COSTS	0	3,377	0	0	N/A	0		0
500300	PART-TIME SALARIES	10,790	17,157	16,753	16,549	101.2%	16,962		16,962
500500	FICA	16,658	17,544	19,371	20,820	93.0%	21,340		21,340
500600	INSURANCE	11,100	13,366	18,030	15,000	120.2%	16,740		16,740
500700	RETIREMENT	10,043	11,169	13,044	13,335	97.8%	13,668		13,668
500701	SUPL RETIREMENT	6,173	6,277	7,483	7,668	97.6%	7,860		7,860
500800	TRAINING	894	1,005	4,114	4,400	93.5%	4,400		4,400
501000	CONFERENCES	3,220	1,521	767	1,013	75.8%	1,013		1,013
501100	POSTAGE	5,324	2,116	2,583	2,450	105.4%	2,869		2,869
501400	TRAVEL	775	2,467	349	2,400	14.6%	2,400		2,400
501600	M & R EQUIP	312	676	566	550	103.0%	675		675
501700	VEHICLE REPAIR	23	19	0	0	N/A	0		0
502100	RENT	16,792	23,936	9,711	11,129	87.3%	11,129		11,129
502101	LEASE-PURCHASE	20,245	20,245	20,245	20,246	100.0%	20,246		20,246
502500	PRINTING	5,833	4,278	2,407	5,100	47.2%	2,523		2,523
502600	ADVERTISING	1,746	1,666	792	2,100	37.7%	1,000		1,000
503100	GAS, OIL, TIRES	29	0	0	0	N/A	0		0
503200	OFFICE SUPPLIES	1,822	2,592	1,526	2,950	51.7%	2,000		2,000
503300	DEPT SUPPLIES	8,849	7,808	6,690	7,000	95.6%	6,064		6,064
503305	COMPUTERS & PERIPHERALS	0	3,835	9,037	2,650	341.0%	0		0
504500	CONTRACT SERVICES	77,888	81,120	75,285	66,500	113.2%	72,030		72,030
504704	BANKING SERVICES	0	0	1,037	6,500	0.0%	6,500		6,500
505300	DUES/SUBS	746	620	785	920	85.3%	995		995
505600	CASH OVER/SHORT			-19	0	N/A	0		0
505700	MISCELLANEOUS		2,994	281	0	N/A	0		0
506000	INSUR-GENERAL	141,824	155,120	176,314	168,757	104.5%	210,263		210,263
506001	PUBLIC OFFICIALS	22,720	26,193	29,156	30,000	97.2%	32,100		32,100
507400	FURNITURE/EQPMT	8,693	22,992	4,454	12,528	35.6%	0		0
SUBTOTAL		587,278	636,178	670,203	676,169	99.1%	714,763	0	714,763

DEPARTMENT: Management Services

DIVISION: Information Technology

CODE: 10-10-445-447

500200.....Salary for Information and Technology Manager
500500.....Employer's share of FICA
500600.....Employer's share of insurance cost
500700.....Employer's share of retirement cost
500701.....Employer's contribution to supplementary retirement plan
500800.....Training
501000.....Conferences
501200.....Telephone – centralized phone costs (excluding departmental cell phones)
501400.....Travel
501600.....M & R Equipment – miscellaneous supplies for cabling, repair of phone and
computer and network infrastructure equipment
501700.....M & R Vehicle Repair
502101.....Lease Purchase – phone system; fiber optics
503100.....Gas, Oil & Tires
503200.....Miscellaneous office supplies
503300.....Computer hardware supplies; backup tapes; two-way radio; rack mounts for phone
and network infrastructure equipment
503305.....Computer replacements town-wide (*previously, standard computer and
operating software was budgeted by department-\$41,330*); computer additions
(\$2,650 – Deputy Fire Chief); Software for network infrastructure – to maintain
security, reliability and reduce downtime; software for town-wide use - on internet
and intranet
504500.....Contract Services – Fiber Optic Bell South Occupancy Agreement; Fiber Optic
Repair Readiness; Frame Relay/T1 Internet Bandwidth; Microsoft Network
Support Contract
505300.....Dues and subscriptions
507400.....Furniture and Equipment – Print Server/Backup Media Server Replacement
(\$5,400); Replacement Cisco Router for Internet connection (\$2,750); *Approved
Change: Mail Bridgehead Server (\$5,000)*

INFORMATION TECHNOLOGY
10-10-445-447

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	0	51,968	68,897	67,943	101.4%	69,870	0	69,870
OPERATIONS	7	131,381	192,772	208,954	92.3%	245,609	0	245,609
CAPITAL OUTLAY	0	221,307	64,760	59,504	108.8%	8,150	5,000	13,150

TOTAL	7	404,656	326,430	336,401	97.0%	323,629	5,000	328,629
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DETAIL

500200 SALARIES	0	43,168	57,439	56,636	101.4%	58,053		58,053
500500 FICA	0	3,290	4,394	4,333	101.4%	4,441		4,441
500600 INSURANCE	0	2,095	2,527	2,500	101.1%	2,790		2,790
500700 RETIREMENT	0	2,121	2,814	2,775	101.4%	2,845		2,845
500701 SUPPL RETIREMENT	0	1,295	1,723	1,699	101.4%	1,742		1,742
500800 TRAINING	0	0	6,844	2,400	285.2%	2,400		2,400
501000 CONFERENCES	0	0	738	750	98.4%	750		750
501200 TELEPHONE	0	56,180	57,175	67,065	85.3%	66,065		66,065
501400 TRAVEL	0	0	121	500	24.2%	500		500
501600 M & R EQUIP	0	447	23,746	24,080	98.6%	16,950		16,950
501700 M & R VEH REPAIR	0	77	0	350	0.0%	350		350
502101 LEASE-PURCHASE	0	38,290	38,290	38,291	100.0%	38,291		38,291
503100 GAS, OIL & TIRES	0	87	96	750	12.9%	650		650
503200 OFFICE SUPPLIES	0	104	995	950	104.8%	1,000		1,000
503300 DEPT SUPPLIES	0	13,912	7,365	7,281	101.2%	4,460	0	4,460
COMPUTERS &								
503305 PERIPHERALS	0	11,788	36,807	41,054	89.7%	89,480	0	89,480
404500 CONTRACT SERVICES	7	10,496	19,504	24,433	79.8%	22,713	0	22,713
505300 DUES/SUBSCRIPTIONS	0	0	1,091	1,050	103.9%	2,000	0	2,000
507400 FURNITURE/EQUIPMENT	0	221,307	64,760	59,504	108.8%	8,150	5,000	13,150

SUBTOTAL	7	404,656	326,430	336,401	97.0%	323,629	5,000	328,629
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PERSONNEL DEPARTMENT

PURPOSE

The mission of the Personnel Department is to lead the organization in its efforts to recruit and hire competent staff; provide training and development opportunities to employees; and ensure compliance with federal and state laws governing municipal personnel activities. The scope of services provided by the department includes recruitment and selection; benefits administration; salary and position classification; employee relations and training; and employee records maintenance.

ACTIVITIES

Recruitment and Selection

- Reviews position descriptions and advertises employment opportunities in accordance with the Town's commitment to equal employment opportunity;
- Receives and screens employment applications;
- Prepares questions and coordinates interview scheduling with department heads;
- Assists departments in conducting assessment processes;
- Corresponds with applicants regarding the hiring process;
- Provides assistance in conducting applicant reference checks;
- Schedules pre-employment physicals, psychologicals, and drug screenings;
- Interviews prospective candidates;
- Conducts new employee orientations; and
- Completes EEO-4 reports and complies with FLSA regulations.

Benefits Administration

- Administers benefits programs and seeks ways to improve benefits package;
- Solicits proposals from benefits providers, negotiates contracts, and makes recommendations to the Town Manager;
- Counsels employees on benefits decisions and investigates problems;
- Manages flexible spending accounts and premium conversion program;
- Conducts benefit enrollment sessions and surveys, and audits of employee benefits and payroll deductions;

- Manages workers' compensation program; and
- Complies with OSHA; HIPPA; COBRA; AND FMLA regulations and completes required reports.

Salary and Position Classification

- Assures that position classifications and data for all positions are properly maintained;
- Manages the performance evaluation process and distributes and reviews performance evaluation forms with department heads;
- Counsels supervisors and department heads about employee performance issues;
- Conducts periodic personnel file reviews for equity and compression issues; and
- Conducts salary surveys and makes recommendations to the Town Manager.

Training and Employee Relations

- Advises supervisors and department heads of legislative changes and guidelines as they affect personnel administration;
- Provides training to employees in areas such as workers' compensation, sexual harassment, cultural diversity, non-discriminatory interviewing, etc.
- Supports employee relations through various programs and events such as the Town's combined campaign efforts; employee recognition luncheon, and other activities associated with recognition of employees and service or performance with the Town;
- Assesses needs and provides training for employee development; and
- Coordinates activities of the Personnel Advisory Committee.

Employee Records Maintenance

- Maintains confidential personnel files according to the general statutes; and
- Completes personnel reports and maintains report records in accordance with state and federal regulations.

WORK PLAN

Goal I: Improve employee computer literacy in the areas of the Microsoft software for word processing (Word) and spreadsheet use (Excel), and file system use in the Windows operating environment.

Objective: Establish a minimum level of computer literacy in these areas for employees who regularly use a computer in their daily work activities.

Project: Request Department Heads to identify employees who would benefit from such training; categorize employees according to their training needs; work with the Information Technology Manager to select a vendor; prioritize training; and establish a training schedule.

Goal II: Increase utilization of the MUNIS financial and personnel system

Objective: Make the most efficient use of time and resources by using the MUNIS system to its fullest capabilities.

Project: Meet and discuss MUNIS personnel features with other users.

Project: Obtain on-site training from MUNIS to establish a fully operational personnel system.

Project: Work with Management Services to effectively use new technologies to identify and eliminate duplication of work.

Goal III: Project, develop, and administer an employee training and development program.

Objective: *Provide for staff satisfaction and retention.*

Project: Consult with department heads to discuss and assess organizational and departmental training needs.

Project: Distinguish between in-house training and training requiring the use of independent consultants and develop strategies to provide time and funds for training.

TABLE OF ORGANIZATION

Personnel Department				
<i>POSITION</i>	<i>GRADE</i>	<i>FY'00-01</i>	<i>FY'01-02</i>	<i>FY'01-02</i>
Personnel Director	25	1	1	1
Personnel Analyst	15	1	1	1
FULL TIME POSITIONS		2	2	2

PERSONNEL - DEPARTMENTAL TOTAL

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	104,846	119,514	143,724	136,958	104.9%	145,223	0	145,223
OPERATIONS	43,752	47,356	42,797	59,780	71.6%	48,025	0	48,025
CAPITAL OUTLAY	520	5,055	4,914	4,700	104.6%	0	0	0
TOTAL	149,119	171,925	191,435	201,438	95.0%	193,248	0	193,248

PERFORMANCE MEASURES

Indicators	FY99- 2000 ACTUAL	FY2000-01 ACTUAL	FY2001-02 ESTIMATED	FY2002-03 PROJECTED
Employee Turnover Rate	23%	19.8%	8%	10%
% of Commercial Drivers Passing Random Alcohol and Drug Testing	100%	96%	96%	96%
# Personnel Transaction Notices Processed per Month	39	47	40	45
% Employees Leaving Town Employment for Higher Salaries	N/A	35%	20%	15%
# Training & Other Informational Sessions	N/A	N/A	5	7
# Participants in Training & Other Informational Sessions	N/A	N/A	146	175
# Benefits Inquiries	N/A	N/A	1,200	1,260
# Employee Orientations	N/A	31	12	12

500200	Salaries
500500	Employer's share of FICA
500600	Employer's share of insurance cost
500602	Retiree Insurance – Town's subsidy for retiree health insurance
500604	Unemployment Insurance
500700	Employer's share of retirement cost
500701	Employer's contribution to supplementary retirement plan
500800	Training for Personnel Director and Personnel Analyst
500801	Employee Tuition Assistance
500810	Organizational Development - general training, supervision, computer training, training in Spanish, conflict resolution
501000	Attendance at conferences
501100	Postage charges
501400	Travel
501600	Maintenance and repair of equipment
502500	Printing and copying
502600	Advertising for vacant positions
503200	Miscellaneous office supplies
503300	Supplies unique to department operations
504500	Contracts for services - police psychologicals, police drug testing, temporary services, actuarial study, flexible benefits administration costs, pay reclassification study; and employee assistance program
505300	Dues and subscriptions
505710	Employee recognition activities
506003	Disability Insurance
507400	Equipment

PERSONNEL SERVICES**10-10-446-000**

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	104,846	119,514	143,724	136,958	104.9%	145,223	0	145,223
OPERATIONS	43,752	47,356	42,797	59,780	71.6%	48,025	0	48,025
CAPITAL OUTLAY	520	5,055	4,914	4,700	104.6%	0	0	0
TOTAL	149,119	171,925	191,435	201,438	95.0%	193,248	0	193,248

DETAIL

500200 SALARIES	83,292	82,528	94,481	92,938	101.7%	95,261		95,261
500400 TEMPORARY SALARIES	3,033	2,270	2,862	0	N/A	0		0
500500 FICA	6,118	6,444	7,223	7,110	101.6%	7,288		7,288
500600 INSURANCE	5,999	6,577	7,338	5,000	146.8%	5,580		5,580
500602 RETIREE INSURANCE	0	15,002	24,003	23,000	104.4%	28,000		28,000
500604 UNEMPLOYMENT INS	0	0	366	1,568	23.3%	1,568		1,568
500700 RETIREMENT	3,972	4,167	4,630	4,554	101.7%	4,668		4,668
500701 SUPPL RETIREMENT	2,432	2,527	2,822	2,788	101.2%	2,858		2,858
500800 TRAINING	148	1,582	2,376	2,500	95.0%	2,500		2,500
500801 TUITION ASSISTANCE	0	300	498	3,000	16.6%	500		500
500810 ORG DEV	5,367	9,604	7,749	8,500	91.2%	8,500		8,500
501000 CONFERENCES	163	732	122	425	28.7%	425		425
501100 POSTAGE	1,031	519	416	700	59.4%	500		500
501400 TRAVEL	63	217	136	550	24.8%	550		550
501600 M&R EQPMT	0	0	193	450	42.9%	450		450
502500 PRINTING	2,081	1,321	371	1,500	24.7%	750		750
502600 ADVERTISING	13,786	9,937	6,523	10,500	62.1%	8,500		8,500
503200 OFFICE SUPPLIES	271	451	257	850	30.3%	850		850
503300 DEPT SUPPLIES	662	1,651	1,820	2,550	71.4%	2,000		2,000
503305 COMPUTERS & PERIPHERALS	0	933	2,242	2,455	91.3%	0		0
504500 CONTRACT SERVICES	8,963	7,229	7,233	12,000	60.3%	8,300		8,300
505300 DUES/SUBSCRIPTIONS	1,350	681	1,117	1,000	111.7%	1,200		1,200
505710 RECOGNITION DINNER	4,337	5,379	5,232	5,300	98.7%	5,500		5,500
506003 DISABILITY INS	5,531	6,820	6,513	7,500	86.8%	7,500		7,500
507400 FURNITURE/EQUIPMENT	520	5,055	4,914	4,700	104.6%	0		0
SUBTOTAL	149,119	171,925	191,435	201,438	95.0%	193,248	0	193,248

POLICE DEPARTMENT

PURPOSE

The Police Department protects persons and property and provides law enforcement and community services necessary to maintain a safe living and working environment within the Town.

ACTIVITIES

- Provides officers and vehicles for 24-hour service in order to effectively answer all calls for service (anticipated 15,500); provides foot patrols in the downtown business districts and at area shopping malls; initiates arrests and conducts preliminary criminal investigations; provides necessary traffic control and enforcement and investigates traffic accidents; provides testimony in court and provides basic business and residential security checks.
- Maintains a Community Services Division, which provides law enforcement and other community services to citizens throughout the Town.
- Maintains an Investigations Division in order to effectively investigate and clear major criminal cases which occur within the Town; investigates offenses involving juveniles both as suspects and as victims and closely coordinates efforts with area juvenile authorities and services; coordinates sex offense investigations with the Orange County Rape Crisis Center and other area law enforcement agencies.
- Maintains an aggressive narcotics enforcement program aimed at identifying and arresting narcotics traffickers within the community at large.
- Maintains a Crime Prevention program in order to provide the following services: preventing and detecting property crimes and crimes of violence against persons; increasing citizen awareness of and participation in community watch programs and other related programs; and providing police services at area civic functions and events in an effort to further enhance citizen/police interaction within the community.
- Maintains two School Resource Officers within the Carrboro and McDougle Elementary Schools and McDougle Middle School.
- Performs all duties associated with effective and efficient crowd control and traffic management during special events that occur within the Town.

- Responds to and/or initiates animal control complaints and enforces the Town's Animal Control Ordinance.
- Ensures that departmental personnel receive the most up-to-date training in the areas of basic law enforcement methods and operations as required by state law and provides continual updating of officers' skills and knowledge through various in-service training opportunities.

WORK PLAN

Goal I: Build Strong Sense of Community

Objectives: Continue implementation of an organizational strategy aimed at responding to the community in a proactive and personalized manner.

Project: Expand the programs, activities, areas, and responsibilities of the Community Services Division Officers.

Project: Provide mandatory in-service and other Department-sponsored training opportunities that incorporate the Community-Oriented Policing philosophy

Goal II: Provide Effective and Efficient and Responsible Government

Objectives: Develop a relationship based upon respect and trust with Hispanic residents and workers in Town.

Project: Provide mandatory in-service training opportunities that will serve to inform and educate Officers about both language and cultural differences.

Projects: Develop crime prevention programs "aimed" at the Hispanic population and implement these programs within the community-policing areas.

Maintain relationships with other service providers who have special ties to the Town's Hispanic population.

When vacancies occur, recruit Officers with Spanish language capability through advertisements in local and area newspapers, minority newspapers, and community college bulletins.

Encourage Department internships involving Hispanic youth

Objective: Continue to battle the street-level drug problem within the Town.

Project: Coordinate drug investigations with other police departments in an effort to enhance methods and operations and pursue a variety of investigative methods to target suspects and suspect locations.

Project: Provide mandatory in-service and other Department-sponsored training opportunities that will inform and educate Officers about legal issues related to the successful enforcement of laws pertaining to controlled substances violations.

- Objective:** Improve the operational effectiveness of Department employees.
- Project:** Continue to improve and revise the Carrboro Police Department Policy Manual.
- Project:** Refine the Department's career development plan and training program.
- Project:** In keeping with the NC Department of Justice, Criminal Justice Standards Division, promote overall wellness for Police Officers throughout their careers.
- Project:** Establish a committee of Department employees whose task it is to identify additional funding sources, including grants available for both equipment and personnel.

TABLE OF ORGANIZATION

<i>POSITION</i>	Police Department			
	<i>GRADE</i>	<i>FY'00-01</i>	<i>FY'01-02</i>	<i>FY'02-03</i>
Chief of Police	27	1	1	1
Police Captain	22	2	2	2
Police Supervisor	19	6	6	6
Police Officer II*	14	11	11	11
Police Officer I	13	15	14	14
Administrative Assistant	13	1	1	1
Animal Control Officer	10	1	1	1
Program Support Asst. II	9	1	1	1
FULL TIME POSITIONS		38	37	37

**includes a School Resource Officer that is grant funded*

POLICE - DEPARTMENTAL TOTAL

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	1,537,772	1,640,369	1,887,257	1,850,823	102.0%	1,919,289	0	1,919,289
OPERATIONS	231,922	283,352	257,672	366,442	70.3%	361,148	0	361,148
CAPITAL OUTLAY	47,751	234,662	226,367	191,461	118.2%	163,682	0	163,682
TOTAL	1,817,445	2,158,383	2,371,295	2,408,725	98.4%	2,444,119	0	2,444,119

PERFORMANCE MEASURES

	FY99- 2000 ACTUAL	FY2000-01 ACTUAL	FY2001-02 ESTIMATED	FY2002-03 PROJECTED
Calls for Service	12,360	13,330	14,740	15,000
Major Crimes	1,940	1,869	1,872	1,866
Motor Vehicle Accidents	538	549	555	560
Criminal Arrests	588	639	581	580
Cases Assigned to Investigators	678	473	484	496
Investigations Closed by Arrest	110	153	160	175
Investigations Exceptionally Cleared	132	132	140	150
Narcotics Arrest	58	54	50	50

DEPARTMENT: Police

DIVISION: Supervision

CODE: 10-510

500200.....Salary -- Police Chief
500500.....Employer's share of FICA
500600.....Employer's share of insurance cost
500700.....Employer's share of retirement cost
500701.....Employer's contribution to supplemental retirement plan
500800.....Training expenses
501000.....Costs for two (2) conferences sponsored by the N.C. Chiefs of Police Association
501200.....Cellular telephone charges
501700.....Motor vehicle repair
503100.....Gas, oil and tires for motor vehicle
503200.....Miscellaneous office supplies
503300.....Supplies and materials unique to the office operations of the Chief of Police
503600.....Clothing allowance for uniform
505300.....Memberships and dues (N.C. Association of Chiefs of Police, National Association of Chiefs of Police, International Association of Chiefs of Police, N.C. Law Enforcement Officer's Magazine, Police Chief's Magazine, The Police and Law Enforcement News)

POLICE SUPERVISION
10-30-500-510

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	71,370	75,445	84,178	79,580	105.8%	81,839	0	81,839
OPERATIONS	5,153	6,546	3,049	8,100	37.6%	8,100	0	8,100
CAPITAL OUTLAY	19,759	0	0	0	N/A	0	0	0
TOTAL	96,282	81,991	87,226	87,680	99.5%	89,939	0	89,939

DETAIL

500200	SALARIES	58,008	60,356	67,517	65,639	102.9%	67,315		67,315
500201	OVERTIME	0	0	320	0	N/A	0		0
500500	FICA	4,314	4,710	5,159	5,021	102.8%	5,150		5,150
500600	INSURANCE	3,609	4,301	4,577	2,500	183.1%	2,790		2,790
500700	RETIREMENT	2,615	3,014	3,243	3,138	103.3%	3,218		3,218
500701	SUPPL RETIREMENT	2,824	3,064	3,362	3,282	102.4%	3,366		3,366
500800	TRAINING	252	2,835	544	2,900	18.7%	2,900		2,900
501000	CONFERENCES	787	0	105	400	26.3%	400		400
501200	TELEPHONE	1,933	930	681	1,200	56.8%	1,200		1,200
501700	VEHICLE REPAIR	0	101	50	1,000	5.0%	1,000		1,000
503100	GAS, OIL, TIRES	697	618	740	800	92.5%	800		800
503200	OFFICE SUPPLIES	126	96	66	100	66.2%	100		100
503300	DEPT SUPPLIES	784	546	276	950	29.0%	950		950
503600	UNIFORMS	149	1,056	193	350	55.1%	350		350
505300	DUES/SUBSCRIPTION	425	365	395	400	98.6%	400		400
507400	FURNITURE & EQUIPN	19,759		0	0	N/A	0		0
SUBTOTAL		96,282	81,991	87,226	87,680	99.5%	89,939	0	89,939

DEPARTMENT: Police

DIVISION: Patrol

CODE: 10-511

500200.....Salaries – staff for patrol and community policing functions
500201.....Overtime expense
500500.....Employer’s share of FICA
500600.....Employer’s share of insurance cost
500700.....Employer’s share of retirement cost
500701.....Employer’s contribution to supplemental retirement plan
500702.....Employer’s early separation allowance cost
500800.....Training - firearms training and various schools
501200.....Cellular Phones
501600.....Maintenance and repair of Patrol Division equipment and repair to CPO stations
501700.....Repair of Patrol vehicles
502101.....Prior year lease payments plus replacement of five patrol cars in FY2002-03
503000.....*Cost transferred to Public Works where town-wide utility costs are budgeted*
503100.....Gas, oil and tires
503200.....Miscellaneous office supplies
503300.....Supplies and materials unique to the operation of the Patrol Division
503305.....Computers and peripherals
503307.....Vehicle supplies - Light bars (2 replacements -\$2,250); walkie-talkies –(4 replacements \$3,200); mobile radios – (2 replacements; \$1,600);
503600.....Uniforms for Police Officers in the Patrol Division and replacement of protective vests
504500.....Data entry support; maintenance and repair of mobile equipment, Hepatitis B inoculations, Health and fitness screening and memberships to fitness club
505300.....Memberships in professional organizations
505700.....Local match for grants (\$2,000)
507400.....Equipment
507401.....Vehicles -*Full cost of financed vehicles (\$123,312 + road use tax/tag fees \$3,735)*

POLICE PATROL
10-30-500-511

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	1,087,201	1,126,832	1,382,353	1,259,273	109.8%	1,414,512	0	1,414,512
OPERATIONS	204,836	238,398	207,938	288,827	72.0%	278,968	0	278,968
CAPITAL OUTLAY	24,962	189,388	206,914	164,597	125.7%	132,899	0	132,899
TOTAL	1,316,999	1,554,618	1,797,206	1,712,697	104.9%	1,826,379	0	1,826,379

DETAIL

500200	SALARIES	866,984	863,082	1,059,264	985,432	107.5%	1,090,048		1,090,048
500201	OVERTIME	13,780	35,907	31,879	21,000	151.8%	30,000		30,000
500500	FICA	65,869	68,194	81,966	76,992	106.5%	85,684		85,684
500600	INSURANCE	56,998	70,594	90,554	65,000	139.3%	78,120		78,120
500700	RETIREMENT	40,230	40,480	52,155	48,107	108.4%	53,538		53,538
500701	SUPPL RETIREMENT	43,340	44,453	54,168	50,322	107.6%	56,002		56,002
500703	EARLY SEPARATION	0	4,122	12,366	12,420	99.6%	21,120		21,120
500800	TRAINING	17,613	7,240	16,607	19,900	83.5%	19,900		19,900
501100	POSTAGE	3,915	0	28	0	N/A	0		0
501200	TELEPHONE	1,727	3,054	2,321	2,270	102.3%	3,300		3,300
501600	M & R EQUIP	8,252	1,679	1,203	1,400	85.9%	1,400		1,400
501700	VEHICLE REPAIR	795	9,265	7,088	13,900	51.0%	13,900		13,900
502100	RENT	0	3,003	276	0	N/A	0		0
502101	LEASE PAYMENTS	95,077	128,695	99,970	148,929	67.1%	155,346		155,346
503000	UTILITIES	2,979	0	0	0	N/A	0		0
503100	GAS, OIL, TIRES	25,601	24,364	30,426	37,240	81.7%	37,240		37,240
503200	OFFICE SUPPLIES	970	652	901	700	128.7%	700		700
503300	DEPT SUPPLIES	11,627	22,575	7,262	13,098	55.4%	13,098		13,098
503305	COMPUTERS & PERIPHERALS	0	0	2,742	2,650	103.5%	0		0
503307	VEHICLE SUPPLIES	0	0	3,875	7,050	55.0%	7,050		7,050
503600	UNIFORMS	14,272	17,811	14,660	18,500	79.2%	18,500		18,500
504500	CONTRACT SERVICES	21,866	20,009	20,565	19,500	105.5%	6,444		6,444
505300	DUES/SUBSCRIPTION	141	50	16	90	17.3%	90		90
505700	MISCELLANEOUS	0	0	0	3,600	0.0%	2,000		2,000
507400	FURNITURE/EQUIPMENT	24,962	27,784	82,049	22,968	357.2%	5,852		5,852
507401	VEHICLES	0	161,604	124,865	141,629	88.2%	127,047		127,047
SUBTOTAL		1,316,999	1,554,618	1,797,206	1,712,697	104.9%	1,826,379	0	1,826,379

DEPARTMENT: Police

DIVISION: Special Services

CODE: 10-514

500200.....Salary for police support staff
500500.....Employer's share of FICA
500600.....Employer's share of insurance cost
500700.....Employer's share of retirement cost
500701.....Employer's contribution to supplemental retirement plan
500800.....Training
501100.....Postage for entire department
501600.....Maintenance and repair of equipment
502100.....Copier Lease (*formerly budgeted in Management Services*)
502500.....Printing for entire department
503200.....Office supplies
503300.....Departmental supplies
503305.....Software for departmental system
504500.....Maintenance contract for office equipment, software and system maintenance

POLICE SPECIAL SERVICES
10-30-500-514

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	72,043	77,622	81,976	79,076	103.7%	81,589	0	81,589
OPERATIONS	7,515	9,987	15,933	18,505	86.1%	12,950	0	12,950
CAPITAL OUTLAY	0	0	0	0	N/A	0	0	0
TOTAL	79,558	87,610	97,909	97,581	100.3%	94,539	0	94,539

DETAIL

500200	SALARIES	58,988	63,029	66,595	64,174	103.8%	65,781		65,781
500500	FICA	4,378	4,886	5,072	4,909	103.3%	5,032		5,032
500600	INSURANCE	4,138	4,621	5,073	5,000	101.5%	5,580		5,580
500700	RETIREMENT	2,815	3,173	3,263	3,068	106.4%	3,223		3,223
500701	SUPPL RETIREMENT	1,724	1,912	1,973	1,925	102.5%	1,973		1,973
500800	TRAINING	398	0	56	700	7.9%	700		700
501100	POSTAGE	535	583	465	650	71.6%	650		650
501600	M & R EQUIP	0	0	0	300	0.0%	300		300
502100	RENT	0	0	6,879	5,900	116.6%	5,900		5,900
502500	PRINTING	2,981	3,108	250	2,200	11.3%	1,200		1,200
503200	OFFICE SUPPLIES	262	619	436	450	96.9%	450		450
503300	DEPT SUPPLIES	1,494	1,727	695	1,250	55.6%	1,250		1,250
503305	COMPUTERS & PERIPHERALS	0	0	3,750	3,480	107.8%	0		0
504500	CONTRACT SERVICES	1,845	3,951	3,402	3,575	95.2%	2,500		2,500
507400	FURNITURE/EQUIPME	0	0		0	N/A	0		0
SUBTOTAL		79,558	87,610	97,909	97,581	100.3%	94,539	0	94,539

500200	Salaries of investigations staff
500201	Overtime
500500	Employer's share of FICA
500600	Employer's share of insurance cost
500700	Employer's share of retirement cost
500701	Employer's contribution to supplemental retirement plan
500800	Training
501200	Cellular phone expenses
501400	Travel
501600	Maintenance and repair of equipment
501700	Maintenance and repair of motor vehicles operated by division personnel
502100	Rental of pagers
502101	Lease payment prior years and FY2002-03 replacement vehicle for Investigations
503100	Gas, oil and tires
503200	Office supplies
503300	Departmental supplies--for fingerprinting, photography and crime scene equipment; school resource program
503305	Software supplies – fingerprinting and photography software upgrades
503600	Uniforms
N/A	Supplies for School Resource Officer Program (<i>consolidated into departmental supplies account</i>)
504500	Contract Services
505700	Expenses related to purchase of controlled substances and other items for special narcotics investigations
507401	Full Cost of Financed Replacement Vehicle for Investigations staff (\$29,875 + 3% road use tax/tag fee \$908)

POLICE INVESTIGATIONS
10-30-500-515

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	252,209	299,599	271,726	362,980	74.9%	268,608	0	268,608
OPERATIONS	11,353	23,336	27,761	43,344	64.0%	53,464	0	53,464
CAPITAL OUTLAY	2,951	45,274	19,452	26,863	72.4%	30,783	0	30,783
TOTAL	266,513	368,210	318,939	433,187	73.6%	352,855	0	352,855

DETAIL

500200	SALARIES	200,084	224,180	209,907	281,076	74.7%	205,682		205,682
500201	OVERTIME	3,674	15,631	7,021	13,125	53.5%	13,125		13,125
500500	FICA	15,163	18,055	16,126	22,506	71.7%	15,735		15,735
500600	INSURANCE	14,033	17,989	17,518	17,500	100.1%	13,950		13,950
500700	RETIREMENT	9,254	11,891	10,369	14,063	73.7%	9,832		9,832
500701	SUPPL RETIREMENT	10,002	11,854	10,785	14,710	73.3%	10,284		10,284
500800	TRAINING	2,025	1,906	1,615	4,400	36.7%	4,400		4,400
501200	TELEPHONE	0	1,596	1,955	1,410	138.6%	2,100		2,100
501400	TRAVEL	0	0	0	250	0.0%	250		250
501600	M & R EQUIP	173	357	112	400	28.0%	400		400
501700	VEHICLE REPAIR	54	72	180	5,000	3.6%	3,000		3,000
502100	RENT	193	202	0	332	0.0%	0		0
502101	LEASE PURCHASE	0	9,016	9,016	18,302	49.3%	28,414		28,414
502500	PRINTING	0	39	0	0	N/A	0		0
503100	GAS, OIL, TIRES	1,001	747	1,449	3,000	48.3%	3,000		3,000
503200	OFFICE SUPPLIES	335	387	474	500	94.9%	500		500
503300	DEPT SUPPLIES	1,620	1,642	1,474	2,000	73.7%	2,000		2,000
	COMPUTERS &	0	459	423	450	93.9%	3,100		3,100
503305	PERIPHERALS								
503600	UNIFORMS	1,076	1,768	874	1,800	48.6%	1,800		1,800
N/A	SCHOOL RES OFFCR	0	0		0	N/A	0		0
504200	DRUG FUNDS	50	0	6,249	0	N/A	0		0
504500	CONTRACT SERVICES	0	646	928	1,000	92.8%	0		0
505700	MISCELLANEOUS	4,828	4,500	3,013	4,500	67.0%	4,500		4,500
507400	FURNITURE/EQUIPME	2,951	18,001	0	0	N/A	0		0
507401	VEHICLES	0	27,273	19,452	26,863	72.4%	30,783		30,783
SUBTOTAL		266,513	368,210	318,939	433,187	73.6%	352,855	0	352,855

DEPARTMENT: Police

DIVISION: Animal Control

CODE: 10-518

500200.....Salary -- Animal Control Officer
500500.....Employer's share of FICA
500600.....Employer's share of insurance cost
500700.....Employer's share of retirement cost
500701.....Employer's contribution to supplemental retirement plan
500800.....Training
501200.....Telephone – pager/phone for Animal Control Officer
501600.....Maintenance and repair of equipment
501700.....Vehicle repair
503100.....Gas, oil and tires
503200.....Miscellaneous office supplies
503300.....Supplies and materials unique to the division
503600.....Uniforms
504500.....Contracts with Animal Protection Society of Orange County
505300.....Dues and Subscriptions

POLICE ANIMAL CONTROL
10-30-500-518

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	30,644	33,417	36,517	36,455	100.2%	37,610	0	37,610
OPERATIONS	2,343	5,066	2,991	5,666	52.8%	5,666	0	5,666
CAPITAL OUTLAY	80	0	0	0	N/A	0	0	0
TOTAL	33,067	38,483	39,507	42,121	93.8%	43,276	0	43,276

DETAIL

500200	SALARIES	24,837	26,908	29,470	28,915	101.9%	29,652		29,652
500500	FICA	1,834	2,050	2,198	2,212	99.4%	2,268		2,268
500600	INSURANCE	2,069	2,271	2,527	2,500	101.1%	2,790		2,790
500700	RETIREMENT	1,181	1,359	1,444	1,382	104.5%	1,417		1,417
500701	SUPPL RETIREMENT	723	829	877	1,446	60.7%	1,483		1,483
500800	TRAINING	105	321	389	400	97.3%	400		400
501200	TELEPHONE	0	0	0	66	0.0%	66		66
501600	M & R EQUIP	0	0	0	100	0.0%	100		100
501700	VEHICLE REPAIR	32	75	44	300	14.7%	300		300
502101	LEASE-PURCHASE	0	0	0	0	N/A	0		0
503100	GAS, OIL, TIRES	338	499	274	700	39.1%	700		700
503200	OFFICE SUPPLIES	29	31	28	100	27.7%	100		100
503300	DEPT SUPPLIES	378	442	524	600	87.3%	600		600
503600	UNIFORMS	57	219	133	300	44.5%	300		300
504500	CONTRACT SERVICES	1,360	3,449	1,574	3,000	52.5%	3,000		3,000
505300	DUES/SUBSCRIPTION	45	31	25	100	25.0%	100		100
507400	FURNITURE/EQUIPME	80		0	0	N/A	0		0
SUBTOTAL		33,067	38,483	39,507	42,121	93.8%	43,276	0	43,276

DEPARTMENT: Police

DIVISION: Auxiliary Services

CODE: 10-519

500400.....Salaries for seven School Crossing Guards (*budgeted 5% salary increase*)

500500.....Employer's share of FICA

500800.....Training expenses associated with Police Reserve Officers

503600.....Uniforms

504500.....Contract Services – Interpreter Services

POLICE AUXILIARY SERVICES
10-30-500-519

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	24,304	27,454	30,508	33,458	91.2%	35,131	0	35,131
OPERATIONS	722	18	0	2,000	0.0%	2,000	0	2,000
CAPITAL OUTLAY	0	0	0	0	N/A	0	0	0
TOTAL	25,026	27,472	30,508	35,458	86.0%	37,131	0	37,131

DETAIL

500400	TEMPORARY SALARIES	22,247	25,492	28,340	31,080	91.2%	32,634		32,634
500500	FICA	2,057	1,962	2,168	2,378	91.2%	2,497		2,497
500800	TRAINING	722	0	0	500	0.0%	500		500
503600	UNIFORMS		18	0	500	0.0%	500		500
504500	CONTRACT SERVICES		0	0	1,000	0.0%	1,000		1,000
SUBTOTAL		25,026	27,472	30,508	35,458	86.0%	37,131	0	37,131

FIRE DEPARTMENT

PURPOSE

To protect lives, property and the community from the destructive effects of fire, natural disasters, and other hazards by providing public education, incident prevention and emergency response services with an emphasis on quality customer service.

ACTIVITIES

- Provide fire suppression services, and EMS first responder/vehicle rescue services;
- Provide safety education services and fire prevention classes for tour groups;
- Provide fire prevention by inspecting all business and commercial buildings; day cares, schools, nursing homes and inspecting homes upon request;
- Investigate all fire causes;
- Direct and monitor all school and mandated facility fire drills;
- Maintain an awareness of current technological advances and state of the art fire service delivery to ensure department operations are up to date and effective;
- Administer the Town's safety program and provide emergency management during major disasters.

WORK PLAN

Goal I: Continue quality service to the residents of Carrboro and the South Orange Fire District.

Objective: Provide quality training for the employees of the Fire Departments to meet the challenges of reducing injuries, loss of life and property.

Project: Require all shift personnel to complete Emergency Rescue Training (ERT) certification

Goal II: Increase service level response to the residents in the northern planning area.

Project: Purchase land and complete design for substation in FY02-03.

Goal III: Obtain monies from available grant programs to lessen the financial impact of fire services.

Project: Research all grants that are available to purchase needed equipment.

Goal IV: Ensure compliance with all OSHA regulations and provide a safe working environment for all Town employees.

Objectives: Oversee and assist Safety Director in meeting all OSHA standards.

Project: Conduct a town-wide safety program according to OSHA standards.

Project: Conduct routine safety inspections to assist in the evaluation of the Town safety program.

Project: Conduct monthly safety meetings to evaluate Town safety program and to identify annual safety work plan.

TABLE OF ORGANIZATION

<i>POSITION</i>	Fire Department			
	<i>GRADE</i>	<i>FY'00-01</i>	<i>FY'01-02</i>	<i>FY'02-03</i>
Fire Chief	26	1	1	1
Deputy Fire Chief	20	1	1	1
Fire Marshal	18	1	1	1
Fire Captain	17	3	3	3
Fire Lieutenant	15	3	3	3
Fire Driver Mechanic	14	1	1	1
Fire Driver Operator	13	5	5	5
Firefighter	11	9	9	9
Program Support Asst. I	6	*	*	*
FULL TIME POSITIONS		24	24	24

*PART-TIME PERMANENT POSITION

FIRE - DEPARTMENTAL TOTAL

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	911,132	991,795	1,089,144	1,110,819	98.0%	1,118,385	0	1,118,385
OPERATIONS	187,728	211,572	257,037	293,304	87.6%	227,488	0	227,488
CAPITAL OUTLAY	9,881	23,234	0	0	N/A	0	0	0
TOTAL	1,108,741	1,226,600	1,346,180	1,404,123	95.9%	1,345,873	0	1,345,873

PERFORMANCE MEASURES

	FY99-2000 ACTUAL	FY2000-01 ACTUAL	FY2001-02 ESTIMATED	FY2002-03 PROJECTED
Fire and EMS Responses – Town	866	802	829	850
Fire and EMS Responses – County	223	235	220	245
% of Fire/EMS Responses in Town Answered in 5 Minutes or Less	83%	79%	80%	80%
% of Fire/EMS Responses in County Answered in 5 Minutes or Less	20%	25%	25%	25%
# Businesses Inspected Annually by Suppression Division	187	111	250	300
# Businesses Inspected Annually by Fire Marshal	91	93	95	95
# Businesses Re-inspected by Suppression Division	63	39	80	90
# Businesses Re-inspected by Fire Marshal	41	38	40	40
# Pre-fire Plans Reviewed	300	120	200	300
# Fires Investigated	8	6	10	10
# Chapter 11 Violations (Abandoned Vehicles)	14	11	15	15
# Chapter 11 Violations Corrected in Less Than 60 Days	N/A	N/A	80%	80%
Training Hours	7,931	7,941	8,000	8,000`
Fire Loss for Town (loss in valuation \$ of properties Department responded to)	\$1,314,557	\$115,775	\$442,152	\$468,126
# Citizens Injured in Fire	0	2	0	0
# Fire-related Deaths	0	0	0	0

DEPARTMENT: FIRE DEPARTMENT**DIVISION: Supervision****CODE: 10-530**

500200.....Salary -- Fire Chief
500300..... Program Support Assistant I @ 50%
500500.....Employer's share of FICA
500600.....Employer's share of insurance cost
500700.....Employer's share of retirement cost
500701.....Employer's contribution to supplemental retirement plan
501000.....Conferences
501100.....Postage
501200.....Cellular telephone charges
501300.....Utility cost
501600.....Maintenance and repair of equipment
501601.....M & R Building
501700.....Maintenance and repair of vehicle
502501.....Printing
503100.....Gas, oil and tires
503200.....Miscellaneous office supplies
503300.....Contribution to Chapel Hill Fire Tower (completed in FY01-02)
503305.....Replacement computer and printer
503600.....Uniforms
504500.....Contract Services – ladder testing, parts cleaner, radio contract, pager rental
504537..... Fire Hydrants – payment for installation of one fire hydrant in areas needed
504539.....Donation to Rescue Squad for services provided
505300.....Dues and subscriptions
505400.....Life Insurance---State Fireman's Insurance (moved to suppression cost center)
505800.....Medical Exams

Prior Year Approved Changes	
Fire Department Renovations	\$33,000

FIRE SUPERVISION
10-30-530-530

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	77,250	88,640	96,361	94,635	101.8%	95,570	0	95,570
OPERATIONS	33,512	39,565	65,529	84,556	77.5%	40,682	0	40,682
CAPITAL OUTLAY	6,251	0	0	0	N/A	0	0	0
TOTAL	117,013	128,204	161,890	179,191	90.3%	136,252	0	136,252

DETAIL

500200 SALARIES	62,814	63,285	69,828	68,615	101.8%	68,661		68,661
500300 PART-TIME SALARY	2,435	11,669	11,671	11,417	102.2%	11,707		11,707
500500 FICA	4,852	5,856	6,235	6,122	101.8%	6,279		6,279
500600 INSURANCE	2,320	2,304	2,546	2,500	101.8%	2,790		2,790
500700 RETIREMENT	2,996	3,584	3,993	3,922	101.8%	4,022		4,022
500701 SUPPL RETIREMENT	1,834	1,942	2,088	2,059	101.4%	2,111		2,111
501000 CONFERENCES	606	0	193	875	22.1%	875		875
501100 POSTAGE	246	201	48	250	19.1%	250		250
501200 TELEPHONE	1,841	1,530	1,494	1,900	78.6%	1,900		1,900
501600 M & R EQUIP	0	134	0	300	0.0%	300		300
501601 M & R BUILDING	0	2,413	26,706	33,000	80.9%	0		0
501700 VEHICLE REPAIR	169	0	0	300	0.0%	300		300
502500 PRINTING	1,445	1,000	165	1,600	10.3%	800		800
503000 UTILITIES	13,931	15,710	15,627	16,000	97.7%	17,000		17,000
503100 GAS, OIL, TIRES	1,156	1,192	1,406	1,500	93.7%	1,200		1,200
503200 OFFICE SUPPLIES	1,330	1,521	1,103	1,750	63.0%	1,750		1,750
503300 DEPT SUPPLIES	193	791	366	0	N/A	0		0
503302 CONTRIB TO FIRE TOW	5,000	5,000	5,000	5,000	100.0%	0		0
COMPUTERS &	0	0	4,291	4,300	99.8%	0	0	0
503305 PERIPHERALS	216	0	0	300	0.0%	300		300
503600 UNIFORMS	54	5,849	5,443	9,656	56.4%	10,932		10,932
504500 CONTRACT SVCS	3,000	0	0	3,200	0.0%	0		0
504537 FIRE HYDRANTS	2,500	2,500	2,500	2,500	100.0%	2,500		2,500
504539 RESCUE SQUAD GR	1,513	1,549	1,187	1,825	65.0%	2,275		2,275
505300 DUES/SUBSCRIPTIONS	160	175	0	300	0.0%	300		300
505800 MEDICAL EXAMS	152	0	0	0	N/A	0		0
506002 INSURANCE	6,251	0	0	0	N/A	0		0
507400 EQUIPMENT								
SUBTOTAL	117,013	128,204	161,890	179,191	90.3%	136,252	0	136,252

- 500200.....Salary for Deputy Fire Chief & Suppression personnel
500201.....Overtime costs
500300.....Volunteers/part-time – budget is transfer from auxiliary services cost center
500500.....Employer’s share of FICA
500600.....Employer’s share of insurance cost
500700.....Employer’s share of retirement cost
500701.....Employer’s contribution of supplemental retirement plan
500800.....Training for department
501100.....Postage
501600.....Maintenance and repair of equipment
501700.....Maintenance and repair of vehicles
502101.....Lease purchase payments from previous years
503100.....Gas, oil and tires
503300.....Departmental supplies; 4 portable radios (\$2,480); headsets for Engine 971 (\$2,400);
503305.....Firehouse Software Upgrade
503600.....Uniforms and replacement of turnout gear
504500.....AC Fitness Training for firefighters
505800.....Medical Exams
506002.....Life Insurance
505300.....Dues and subscriptions
505400.....Life Insurance---State Fireman’s Insurance
505800.....Medical Exams

FIRE SUPPRESSION
10-30-530-531

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	781,441	848,357	928,613	953,996	97.3%	958,634	0	958,634
OPERATIONS	140,076	141,514	148,656	161,411	92.1%	145,706	0	145,706
CAPITAL OUTLAY	3,630	19,053	0	0	N/A	0	0	0
TOTAL	925,147	1,008,925	1,077,269	1,115,407	96.6%	1,104,340	0	1,104,340

DETAIL

500200 SALARIES	609,604	655,871	728,170	759,582	95.9%	760,497		760,497
500201 OVERTIME	17,587	22,756	16,884	18,000	93.8%	18,000		18,000
500301 PARTTIME SALARIES	0	0	168	0	N/A	0		0
500300 VOLUNTEERS/PARTTIM	4,605	1,068	0	500	0.0%	500		500
500500 FICA	48,609	50,531	55,034	59,485	92.5%	58,178		58,178
500600 INSURANCE	52,122	65,209	71,254	55,000	129.6%	61,380		61,380
500700 RETIREMENT	30,256	33,541	36,500	38,102	95.8%	37,264		37,264
500701 SUPPL RETIREMENT	18,658	19,382	20,603	23,327	88.3%	22,815		22,815
500800 TRAINING	8,653	10,309	8,863	11,000	80.6%	11,000		11,000
501100 POSTAGE		4	3	0	N/A	0		0
501600 M & R EQUIP	11,355	11,235	9,064	10,650	85.1%	10,650		10,650
501700 VEHICLE REPAIR	5,440	15,355	16,512	17,400	94.9%	16,000		16,000
502101 LEASE/PURCHASE	71,289	64,611	64,611	64,611	100.0%	50,082		50,082
502500 PRINTING		88	16	0	N/A	100		100
503100 GAS, OIL, TIRES	4,278	6,711	4,887	10,000	48.9%	10,000		10,000
503300 DEPT SUPPLIES COMPUTERS &	10,277	11,672	16,199	20,200	80.2%	14,548		14,548
503305 PERIPHERALS			0	0	N/A	1,000		1,000
503600 UNIFORMS	15,314	13,785	20,478	17,150	119.4%	17,150		17,150
504500 CONTRACT SVCS	6,383	0	95	0	N/A	4,776		4,776
505800 MEDICAL EXAMS	3,443	4,059	3,783	4,800	78.8%	4,800		4,800
506002 INSURANCE	3,643	3,686	4,146	5,600	74.0%	5,600		5,600
507400 EQUIPMENT	3,630	19,053	0	0	N/A	0		0
SUBTOTAL	925,147	1,008,925	1,077,269	1,115,407	96.6%	1,104,340	0	1,104,340

DEPARTMENT: FIRE DEPARTMENT

DIVISION: Fire Prevention

CODE: 10-532

500200Salary -- Fire Marshal
500500Employer's share of FICA
500600Employer's share of insurance cost
500700Employer's share of retirement cost
500701Employer's contribution to supplemental retirement plan
501600Maintenance and repair of equipment
501700Maintenance and repair of vehicle
502101Lease Purchase
502500Printing
503100Gas, oil and tires
503200Miscellaneous office supplies
503300Departmental supplies
503600Uniforms
505800Medical Exams
506002Life Insurance – (moved to suppression cost center)

FIRE PREVENTION
10-30-530-532

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	52,441	54,797	64,170	62,188	103.2%	64,181		64,181
OPERATIONS	14,140	13,929	12,974	14,937	86.9%	5,600		5,600
CAPITAL OUTLAY	0	2,192	0	0	N/A	0	0	0
TOTAL	66,581	70,918	77,144	77,125	1	69,781	0	69,781

DETAIL

500200 SALARIES	43,877	45,318	53,351	51,655	103.3%	53,130		53,130
500500 FICA	3,261	3,520	4,081	3,952	103.3%	4,064		4,064
500600 INSURANCE	1,927	2,305	2,546	2,500	101.8%	2,790		2,790
500700 RETIREMENT	2,094	2,283	2,614	2,531	103.3%	2,603		2,603
500701 SUPPL RETIREMENT	1,282	1,370	1,577	1,550	101.7%	1,594		1,594
501700 VEHICLE REPAIR	408	475	0	500	0.0%	500		500
502101 LEASE-PURCHASE	9,337	9,337	9,337	9,337	100.0%	0		0
502500 PRINTING	0	1	192	200	95.8%	200		200
503100 GAS, OIL, TIRES	669	728	637	1,000	63.7%	1,000		1,000
503200 OFFICE SUPPLIES	556	895	427	500	85.4%	500		500
503300 DEPT SUPPLIES	2,890	1,933	2,382	3,000	79.4%	3,000		3,000
COMPUTERS &								
503305 PERIPHERALS	0	552		0	N/A	0		0
503600 UNIFORMS	88	0		200	0.0%	200		200
505800 MEDICAL EXAMS	40	10		200	0.0%	200		200
506002 INSURANCE	152	0		0	N/A	0		0
507400 FURNITURE/EQUIPMEN	0	2,192		0	N/A	0		0
SUBTOTAL	66,581	70,918	77,144	77,125	100.0%	69,781	0	69,781

DEPARTMENT: FIRE DEPARTMENT

DIVISION: Safety Management

CODE: 10-534

500800.....Training

502500.....Printing

503200.....Miscellaneous office supplies

503300.....Department supplies

504500.....Contractual payment to Chapel Hill for safety officer's salary

SAFETY MANAGEMENT
10-30-530-533

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	0	0	0	0	N/A	0	0	0
OPERATIONS	0	16,564	29,877	32,400	92.2%	35,500	0	35,500
CAPITAL OUTLAY	0	1,989	0	0	N/A	0	0	0
TOTAL	0	18,553	29,877	32,400	92.2%	35,500	0	35,500

DETAIL

500800	TRAINING			1,110	2,500	44.4%	2,500		2,500	
502500	PRINTING				0	N/A	0		0	
503200	OFFICE SUPPLIES		1,887	472	600	78.6%	1,000		1,000	
503300	DEPT SUPP		0	995	1,800	55.3%	2,000		2,000	
	COMPUTERS &									
503305	PERIPHERALS		665	0	0	N/A	0		0	
504500	CONTRACT SVCS		14,012	27,300	27,500	99.3%	30,000		30,000	
507400	EQUIPMENT		1,989	0	0	N/A	0		0	
	SUBTOTAL		0	18,553	29,877	32,400	92.2%	35,500	0	35,500

PLANNING DEPARTMENT

PURPOSE

To serve the community's land use, housing, environmental protection, transportation, and State Building Code needs through the formulation of plans, policy recommendations and enforcement of local ordinances.

ACTIVITIES

Land Use Administration

- Assist the public in their compliance with the Land Use Ordinance.
- Review development proposals for compliance with the Carrboro Land Use Ordinance.
- Process Zoning, Special Use, and Conditional Use Permits.
- Review site plans to assure consistency with the Town's land use planning policies.
- Monitor and enforce previously issued Land Use Permits on a scheduled basis.
- Respond to citizen complaints and inquiries associated with land use activities.
- Provide the public with information regarding the Town's Land Use Ordinance.
- Provide the Appearance Commission/Neighborhood Preservation Commission/Historic Preservation Commission with staff assistance.
- Provide the Board of Adjustments and Northern Transition Area Advisory Committee with staff assistance.

Building Inspections

- Enforce the NC State Building Code throughout the Town's jurisdiction.
- Monitor construction activities for compliance with local and state regulations.
- Enforce the Town's Minimum Housing Code.
- Provide building inspection and building code information as requested.

Intergovernmental Relations

- Continue cooperative planning efforts with neighboring local governments and Region J.
- Assist the Town in complying with various State and Federal programs.
- Provide staff support for various town boards.
- Coordinate local inter-jurisdictional planning activities with the Town of Chapel Hill, Orange County, Hillsborough, Chatham County, OWASA and the University of NC.

Geographic Information Services

- Maintain an Orange County Land Records computer terminal for public access.
- Administer and maintain Carrboro's address system.
- Provide an aerial photographic and topographic map system.
- Develop and maintain a geographic information system.

Land Use Planning

- Conduct special studies associated with new planning concepts and growth management strategies as requested by the town.
- Administer Land Use Ordinance amendments and make recommendations.
- Administer the Town's Zoning Map and map amendment process.
- Process applications for voluntary annexation.
- Administer and coordinate Joint Planning Activities with Chapel Hill and Orange County.
- Carry out annual work projects as directed by the town's "Planning Retreat Action Agenda".
- Provide the Planning Board with staff assistance.

Transportation Planning

- Provide transportation planning, including planning for thoroughfare, transit system, bikeways and sidewalks.
- Assist in the preparation of transportation planning documents such as the annual Transportation Improvement Program, Planning Work Program, and related documents.
- Provide intergovernmental transportation planning assistance to agencies such as the Durham, Chapel Hill, Carrboro Metropolitan Planning organization (MPO), the Triangle Transit Authority (TTA), and the NC Department of Transportation (DOT).
- Coordinate specific transportation projects such as bikeway, park and ride lots, bus shelters, road improvements, and pedestrian facilities.
- Assist the town in preparing annual public transit budgets and contracts.
- Administer Traffic Calming policies.
- Provide the Transportation Board with staff assistance.

Environmental Planning

- Continue to contract for storm water quality sampling services.
- Administer federal flood insurance program requirements for the Town.
- Provide the Environmental Advisory Board with staff assistance.
- Coordinate environmental planning activities associated with solid waste management, clean air, water quality, and alternative fuels, forest resources inventory and management protection strategies.
- Conduct greenway and open space planning.
- Review environmental assessments, and
- Prepare grant applications for environmental studies

Engineering Services

- Coordinate engineering services.
- Monitor storm water work activities performed by the Town Engineer.
- Administer engineering fees and payments.

WORK PLAN

Goal I: Promote Environmentally Responsible Policies And Practices

Objectives: Protect and restore waterways and watersheds.

Project: Complete a storm water facilities inventory/EPA requirement.

Project: Assist in the development of a long-term strategy for protecting Bolin Creek corridor, support Friends of the Bolin Creek Initiative, and expand benthic testing.

Project: Cooperate with surrounding jurisdictions in exploring a regional approach to storm water management.

Objective: Ensure Tree Protection and Preservation.

Project: Modify the tree protection provisions of the Land Use Ordinance in keeping with tree protection study.

Objective: Provide technical planning assistance with environmental management projects or programs

Project: Oversee environmental audit and recommend two or three high leverage areas where Town can make a cost-effective difference.

Project: Provide a report on alternative fuel vehicles.

Project: Coordinate Air Quality enhancement efforts in keeping with EPA guidelines.

Goal II: Provide Effective, Efficient and Responsible Government

Objective: Improve ordinances and procedures in support of new or modified community policies.

Project: Review screening and setback requirements and investigate other instances where special exceptions may be applied. Provide report to Board of Aldermen with recommendations.

Goal III: Encourage The Development Of Affordable Housing

Objective: Annually Increase the Number of Available Housing Units (Including Rental Units) For Household Earning 80% Or Less of the Median Income.

Project: Review ordinances that control the creation of “mansionization” where infill is torn down and rebuilt.

Project: Analyze and report on Davidson’s method of affordable housing as ADF ordinance.

Project: Include an affordable housing goal in the Land Use Ordinance to reference when considering re-zonings and land use permits.

Goal IV: Promote, Develop And Support A Broad-Based Economic Vitality

Objective: Double the Nonresidential Square Footage In Town To Create New And Expanded Opportunities For Economic Development And Consider The Town's Role In Business Infrastructure, Such As Information Technology.

Project: Propose and assist in the adoption of land use ordinance amendments needed to support the implementation of the Downtown Visioning Plan.

Project: Provide assistance in evaluating and prioritizing transportation, circulation, and parking improvements recommended by the Downtown Visioning Plan

**Goal V: Promote A Safe, Efficient And Viable Infrastructure
For The Town's Healthy Growth**

Objective: Promote A Comprehensive Approach To Creating A Walkable Community.

Project: Develop a strategy for South Greensboro Street pedestrian and bike safety improvements.

Project: Conduct a study on funding for new sidewalk/pedestrian/bike projects and assist Transportation Advisory Board in their priority recommendation process.

Project: Assist in development of plan to increase Carrboro's participation in the operation of Chapel Hill Transit. Provide information on funding of Chapel Hill Transit, how decisions are made and roles of participating agencies.

TABLE OF ORGANIZATION

<i>POSITION</i>	Planning Department			
	<i>GRADE</i>	<i>FY'00-01</i>	<i>FY'01-02</i>	<i>FY'02-03</i>
Planning Director	26	1	1	1
Development/Review Administrator	22	1	1	1
Planning Administrator	21	1	1	1
Code Enforcement Supervisor	20	1	1	1
Transportation Planner	18	1	1	1
Environmental Planner	18	1	1	1
Code Enforcement Officer I	15	2	2	2
Planner/Zoning Dev. Spec.	15	3	3	3
GIS Specialist	15	1	1	1
Administrative Assistant	13	1	1	1
Program Support Asst. II	9	1	1	1
FULL TIME POSITIONS		13	14	14

PLANNING - DEPARTMENTAL TOTAL

	99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
SUMMARY								
PERSONNEL								
OPERATIONS	538,378	617,665	675,082	708,110	95.3%	730,602	0	730,602
CAPITAL OUTLAY	214,292	235,661	184,048	217,408	84.7%	199,208	0	199,208
	8,414	30,078	8,525	13,402	63.6%	19,900	0	19,900
TOTAL	761,084	883,404	867,655	938,920	92.4%	949,710	0	949,710

PERFORMANCE MEASURE

	FY99- 2000 ACTUAL	FY2000-01 ACTUAL	FY2001-02 ESTIMATED	FY2002-03 PROJECTED
PLANNING NUMBER OF:				
SPECIAL PROJECTS	12	25	17	14
ORDINANCE REVISIONS	8	4	10	9
ANNEXATIONS	3	3	3	3
REZONING CASES	2	0	1	2
ZONING NUMBER OF:				
CONDITIONAL USE PERMITS	2	3	4	5
SPECIAL USE PERMITS	4	2	4	5
ZONING PERMITS	205	100	150	150
FINAL PLAT APPROVALS	15	6	10	12
PERMIT MODIFICATIONS	8	10	9	9
CONSTRUCTION PLANS	17	6	12	12
APPEALS/VARIANCES	2	4	5	6
SPECIAL EXCEPTIONS	3	1	1	2
SIGN PERMITS	24	33	25	25
INSPECTIONS NUMBER OF:				
BUILDING PERMITS	547	412	342	300
IN TOWN	505	355	294	260
OUTSIDE	42	57	48	40
INSPECTIONS	5068	4386	3889	3800
CERTIFICATES OF OCCUPANCY	240	154	110	120
NEW CONSTRUCTION (MILLIONS OF DOLLARS)	22.5	34.2	26.1	28
Note: Building permits include new construction of housing only				

DEPARTMENT: Planning

DIVISION: Supervision

CODE: 10-540

500200.....Salaries: Planning Director, planning personnel, and support staff
500500.....Employer's share of FICA
500600.....Employer's share of insurance cost
500700.....Employer's share of retirement cost
500701.....Employer's contribution to supplemental retirement plan
500800.....Training
501000.....Conferences
501100.....Postage
501400.....Travel
501600.....Maintenance and repair of equipment
501700.....Maintenance and repair of vehicle
502100.....Copier Lease
502101.....Lease Purchase
502500.....Printing
502600.....Advertising
503100.....Gas, oil and tires
503200.....Miscellaneous office supplies
503300.....Departmental supplies
503305.....Desktop GIS Software for 4 planning positions
504500.....Contract for creek health analyses
505300.....Dues and subscriptions
507400.....GIS software upgrade and purchase of updated aerial photography through Orange
County's Land Records Department

PLANNING SUPERVISION
10-80-540-540

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	239,625	275,877	303,611	326,645	92.9%	338,906	0	338,906
OPERATIONS	42,823	49,164	44,596	54,808	81.4%	36,699	0	36,699
CAPITAL OUTLAY	6,089	4,385	8,525	0	N/A	19,900	0	19,900
TOTAL	288,537	329,427	356,732	381,453	93.5%	395,505	0	395,505

DETAIL

500200	SALARIES	194,323	224,996	245,365	269,274	91.1%	278,811		278,811
500400	TEMPORARY SALARI	0	0	0	500	0.0%	0		0
500500	FICA	14,153	16,293	17,293	20,599	83.9%	21,329		21,329
500600	INSURANCE	16,406	16,305	21,631	15,000	144.2%	16,740		16,740
500700	RETIREMENT	9,246	11,312	12,023	13,194	91.1%	13,662		13,662
500701	SUPL RETIREMENT	5,497	6,971	7,299	8,078	90.4%	8,364		8,364
500800	TRAINING	1,375	777	699	1,850	37.8%	1,850		1,850
501000	CONFERENCES	2,309	1,372	0	2,650	0.0%	2,650		2,650
501100	POSTAGE	1,032	739	290	1,200	24.2%	1,200		1,200
501400	TRAVEL	117	226	38	520	7.4%	520		520
501600	M & R EQUIP	1,890	1,551	317	2,200	14.4%	1,800		1,800
501700	VEHICLE REPAIR	9	0	34	300	11.4%	300		300
502100	RENT	0	379	6,198	6,236	99.4%	6,450		6,450
502101	LEASE PURCHASE	16,602	16,602	16,602	16,602	100.0%	0		0
502500	PRINTING	1,973	3,113	1,055	2,400	44.0%	750		750
502600	ADVERTISING	2,534	1,172	1,354	2,500	54.2%	2,000		2,000
503100	GAS, OIL, TIRES	20	0	5	250	2.2%	250		250
503200	OFFICE SUPPLIES	177	230	548	500	109.5%	1,000		1,000
503300	DEPT SUPPLIES	10,595	4,858	2,649	3,000	88.3%	3,000		3,000
	COMPUTERS &								
503305	PERIPHERALS	131	898	5,396	5,300	101.8%	4,304		4,304
504500	CONTRACT SERVICE	2,686	15,349	8,614	7,500	114.9%	8,800		8,800
505300	DUES/SUBSCRIPTION	1,375	1,899	796	1,800	44.2%	1,825		1,825
507400	FURNITURE/EQUIPME	6,089	4,385	8,525	0	N/A	19,900		19,900
SUBTOTAL		288,537	329,427	356,732	381,453	93.5%	395,505	0	395,505

DEPARTMENT: Planning

DIVISION: Zoning

CODE: 10-541

500200.....Salaries: Development/Review Administrator and Zoning Development Specialists
500400.....Salaries for temporary services
500500.....Employer's share of FICA
500600.....Employer's share of insurance cost
500700.....Employer's share of retirement cost
500701.....Employer's contribution to supplemental retirement plan
500800.....Training
501000.....Conferences
501100.....Postage
501400.....Travel
501600.....Maintenance and repair of equipment
501700.....Motor vehicle repair
502101.....Lease-purchase prior years
502500.....Printing
502600.....Advertising
503100.....Gas, oil, and tires
503200.....Miscellaneous office supplies
503300.....Departmental supplies
503305.....Computer and software
503600.....Uniforms
504500.....Contractual services –service for two radios; scanning of zoning records
504536.....Engineering Services
505300.....Dues and subscriptions
507401.....Vehicles

PLANNING ZONING
10-80-540-541

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	154,649	202,455	210,656	227,404	92.6%	232,960	0	232,960
OPERATIONS	156,566	172,560	130,436	150,270	86.8%	150,519	0	150,519
CAPITAL OUTLAY	0	25,693	0	13,402	0.0%	0	0	0
TOTAL	311,215	400,708	341,092	391,076	87.2%	383,479	0	383,479

DETAIL

500200	SALARIES	129,105	162,735	171,006	185,984	91.9%	189,504		189,504
500400	TEMP SERVICES	0	0	0	0	N/A	0		0
500500	FICA	9,335	12,276	12,771	14,228	89.8%	14,497		14,497
500600	INSURANCE	6,156	14,355	13,535	12,500	108.3%	13,950		13,950
500700	RETIREMENT	6,134	8,189	8,379	9,113	91.9%	9,324		9,324
500701	SUPPL RETIREMENT	3,919	4,900	4,964	5,579	89.0%	5,685		5,685
500800	TRAINING	440	1544.46	621.3	1,600	38.8%	1,600		1,600
501000	CONFERENCES	645	1,852	40	1,350	3.0%	1,350		1,350
501100	POSTAGE	1,147	1,580	1,571	1,600	98.2%	1,200		1,200
501400	TRAVEL	5	0	0	100	0.0%	100		100
501600	M & R EQUIPMENT	2,078	225	0	1,000	0.0%	750		750
501700	MOTOR VEH REPAIR	5	726	56	200	28.1%	200		200
502101	LEASE/PURCHASE	0	7,766	7,765	12,396	62.6%	7,766		7,766
502500	PRINTING	1,215	977	1,235	1,500	82.3%	1,000		1,000
502600	ADVERTISING	196	347	140	300	46.7%	400		400
503100	GAS,OIL AND TIRES	216	305	339	500	67.7%	500		500
503200	OFFICE SUPPLIES	57	104	472	450	105.0%	500		500
503300	DEPT SUPPLIES	733	673	1,044	1,100	94.9%	1,400		1,400
	COMPUTERS &								
503305	PERIPHERALS	0	459	2,658	2,650	100.3%	0		0
503600	UNIFORMS	68.91	0	0	250	0.0%	300		300
504500	CONTR SERVICES	6,277	150	750	240	312.5%	2,240		2,240
504536	ENGINEERING	142,995	139,913	113,350	124,000	91.4%	130,000		130,000
505300	DUES/SUBSCRIPTION	487	699	394	1,034	38.1%	1,213		1,213
505700	MISCELLANEOUS		15,239	0			0		0
507400	FURNITURE/EQUIPME	0	2,567	0	0	N/A	0		0
507401	VEHICLES		23,126	0	13,402	0.0%	0		0
	SUBTOTAL	311,215	400,708	341,092	391,076	87.2%	383,479	0	383,479

DEPARTMENT: Planning

DIVISION: Inspections

CODE: 10-542

500200.....Salaries: Code Enforcement positions
500500.....Employer's share of FICA
500600.....Employer's share of insurance cost
500700.....Employer's share of retirement cost
500701.....Employer's contribution to supplemental retirement plan
500800.....Training
501000.....Conferences
501100.....Postage
501400.....Travel
501600.....Maintenance and repair of equipment –radios, photocopier, computers
501700.....Maintenance and repair of vehicle
502101.....Lease purchase payment for previous year
502500.....Printing
502600.....Advertising
503100.....Gas, oil, and tires
503200.....Miscellaneous office supplies
503300.....Departmental supplies
503600.....Uniforms
504500.....Contractual services for specialized inspections
505300.....Dues and subscriptions

PLANNING INSPECTIONS
10-80-540-542

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	144,105	139,333	160,816	154,061	104.4%	158,736	0	158,736
OPERATIONS	14,903	13,937	9,016	12,330	73.1%	11,990	0	11,990
CAPITAL OUTLAY	2,325	0	0	0	N/A	0	0	0
TOTAL	161,332	153,269	169,831	166,391	102.1%	170,726	0	170,726

DETAIL

500200	SALARIES	120,421	112,648	130,477	126,838	102.9%	130,109		130,109
500500	FICA	8,859	8,512	9,738	9,703	100.4%	9,953		9,953
500600	INSURANCE	5,381	9,033	10,312	7,500	137.5%	8,370		8,370
500700	RETIREMENT	5,747	5,690	6,393	6,215	102.9%	6,401		6,401
500701	SUPPL RETIREMENT	3,696	3,449	3,895	3,805	102.4%	3,903		3,903
500800	TRAINING	1,593	1,850	3,014	3,000	100.5%	3,000		3,000
501000	CONFERENCES	1,139	903	953	1,100	86.7%	1,100		1,100
501100	POSTAGE	47	96	87	100	86.6%	60		60
501400	TRAVEL	68	436	256	250	102.2%	250		250
501600	M & R EQUIPMENT	0	253.31	157	300	52.3%	500		500
501700	VEHICLE REPAIR	426	258	623	1,200	51.9%	1,200		1,200
502101	LEASE/PURCHASE	6,210	6,127	0	0	N/A	0		0
502500	PRINTING	1,517	673	46	1,300	3.5%	700		700
502600	ADVERTISING	0	0	0	0	N/A	50		50
503100	GAS,OIL, TIRES	1,300	1,292	1,511	1,650	91.6%	1,650		1,650
503200	OFFICE SUPPLIES	288	33	178	400	44.5%	400		400
503300	DEPT SUPPLIES	809	919	1,190	1,500	79.4%	1,500		1,500
503305	COMPUTERS & PERIPHERALS			0	0	N/A	0		0
503600	UNIFORMS	494	581	328	730	44.9%	730		730
504500	CONTRACT SERVICE	880	300	448	400	112.0%	400		400
505300	DUES/SUBSCRIPTION	132	215	225	400	56.3%	450		450
507400	FURNITURE/EQUIPMENT	2,325			0	N/A	0		0
	SUBTOTAL	161,332	153,269	169,831	166,391	102.1%	170,726	0	170,726

TRANSPORTATION

PURPOSE

The Transportation cost center is used to account for expenditures associated with the Town's contract for public transportation services.

ACTIVITIES:

Carrboro provides transportation services through an annual contract with the Town of Chapel Hill Transit Department. Carrboro provides three types of service: **Fixed Route Transit, Shared Ride, and EZ Rider services** as follows:

- **Fixed route transit** encompasses all regular bus service to Carrboro residents;
- **Shared Ride** service is an extension of transit services to areas not receiving regular bus service; and
- **EZ Rider** is a special service using lift-equipped vehicles to transport individuals with mobility limitations that prevent them from using regular fixed route buses.

TRANSPORTATION- DEPARTMENTAL TOTAL

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	0	0	0	0	N/A	0	0	0
OPERATIONS	0	576,728	702,753	703,760	99.9%	730,740	0	730,740
CAPITAL OUTLAY	0	0	0	0	N/A	0	0	0
TOTAL	0	576,728	702,753	703,760	99.9%	730,740	0	730,740

PERFORMANCE MEASURES

N/A

DEPARTMENT: Transportation

DIVISION: Transportation

CODE: 10-543

504500.....Contract Services – Contractual Services with Town of Chapel Hill

504544.....EZ Waivers

Prior Year Approved Changes	
Free Fare Pilot Program	\$25,000
Upgrades to F route and service improvements	\$20,783
New Operations Supervisor	\$6,016
Buses	\$17,043

TRANSPORTATION
10-10-543-000

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	0	0	0	0	N/A	0	0	0
OPERATIONS	0	576,728	702,753	703,760	99.9%	730,740	0	730,740
CAPITAL OUTLAY	0	0	0	0	N/A	0	0	0

TOTAL	0	576,728	702,753	703,760	99.9%	730,740	0	730,740
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DETAIL

504500 CONTRACT SERVICES	0	574,569	698,107	700,010	99.7%	730,490		730,490
504544 EZ WAIVER	0	2,159	796	3,750	21.2%	250		250
505700 MISCELLANEOUS	0	0	3,850	0	N/A	0		0

SUBTOTAL	0	576,728	702,753	703,760	0.0%	730,740	0	730,740
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PUBLIC WORKS DEPARTMENT

PURPOSE

To provide daily service programs to the Town's citizens that will promote a healthier environment and a more aesthetically pleasing community.

ACTIVITIES

Supervision Division

- Provides the foundation for accountability in delivering performance standards, financial, budgetary, purchasing and administrative services for the entire department as well as in delivering all the general services rendered by the department to the Town's citizens;
- Develops and manages solid waste management/recycling planning and program development;
- Serves as the administrator for the Town's cemeteries; and
- Improves service delivery by innovative internal controls, research and project development.

Streets Division

- Maintains and initiates street, storm water, sidewalk and bike path improvements;
- Provides general street maintenance services to include street sweeping, sign installations, pavement markings, dirt street maintenance and right-of-way maintenance;
- Responsible for inclement weather street maintenance, i.e. ice and snow removal, hurricane clean-up, and;
- Manages the town's street resurfacing program. The town resurfaces its streets on a fifteen-year cycle to prevent expensive roadway replacement or reconstruction. Approximately four miles of streets are resurfaced every two years.

Solid Waste Management Division

- Provides municipal solid waste (MSW) collection to the single-family sector once a week through the Town's curbside roll-out refuse container system;
- Provides waste collection to multi-family twice a week through the Town's dumpster collection program. All MSW collected is disposed of at the Orange Regional Landfill;
- Provides bulk item and yard waste collection to all sectors twice a month and Christmas tree recycling annually; and
- Provide municipal solid waste (MSW) collection to the commercial sector for a cost as

outlined in the fee schedule for the Commercial Dumpster Service Agreement Program.

- Monitors recycling provided to all sectors through a private contract administered by Orange Community recycling.

Building and Trade Division

- Provides building and repair maintenance to the Town Hall/Fire Complex, Public Works Facility, Century Center, bus shelters and park facilities, including comfort stations, ball Fields and court lighting.
Manages cemetery operations, selling and marking of cemetery lots at the Town's two Cemeteries; and

Fleet Maintenance Division

- Maintains and repairs all Town vehicles and equipment, performing preventive maintenance, NC inspections, detailing and repair of vehicles and equipment as needed.

Landscaping/Grounds Division

- Beautifies the town through its landscaping and ornamental design. The Highway 54 median and in planters located throughout the town;
- Administers loose leaf collection program;
- Provides park facility and ball field maintenance at the Town's parks; and
- Provides assistance to the Recreation department using its calendar of events which include Carrboro Day, Independence day celebration, senior Games, Halloween carnival and horse shoe tournaments.

WORK PLAN

Goal I: Develop and maintain public properties in a manner that enhances or protects the environment.

Objective: Provide a new Public Works Facility.

Project: Purchase land to relocate the Public Works Facility. Develop an implementation schedule for a new facility.

Goal II: Provide pavement maintenance.

Objective: 1. Prevent accelerated pavement deterioration.
2. Continue the street re-surfacing program.

Project: Perform timely pavement repairs to prevent accelerated pavement deterioration.

Project: Reconstruct Weaver Street – rebuild an existing street to allow addition of storm water system and also to incorporate goals of the Downtown Visioning Study discussions.

Project: Continue to fund, annually, the Capital Improvements Plan for street resurfacing in order to re-surface approximately 4 miles of streets every two years.

Goal III: Provide storm water maintenance

Objective: 1. Eliminate impediments to storm water conveyance to reduce the need for nonscheduled repairs and emergency responses caused by obstructions.

2. Work with planning department on the development of a storm water plan to meet NPDES requirements.

Project: Inspect gutters, inlets and drainage systems for obstructions and infrastructure condition.

Goal IV: Ensure the safety of employees.

Objective: Reduce or eliminate employee injury and property damage.

Project: Provide training to new employees as well as on-going training to all Public Works personnel, i.e. hazardous waste handling, first aid, driver proficiency, trenching, personal protection equipment.

Goal V: Decrease the amount of MSW (Municipal Solid Waste) sent to the landfill.

Objective : Implementation of the Commercial Dumpster Service Agreement Program.

Project: Charge full cost as reflected in the fee schedule for the emptying of refuse Dumpsters for all commercial establishments for all collection pickups.

Objective: Improve and expand data collection controls to better identify the waste stream and recycling participation.

Project: Identify a plan to reduce waste presently going to the Landfill.

Objective: Increase participation in recycling programs and proper disposal of municipal solid waste.

Project: Provide information to single-family residential sector twice a year to promote recycling and re-use, as well as proper disposal of municipal solid waste, bulk items, yard waste and hazardous waste.

Objective: Evaluate the automated refuse collection system.

Project: Visit and review municipalities that have the one-person automated systems for residential collection. Collect and evaluate all available data on the residential automated system and determine if Carrboro is ready to implement this type of system.

Goal VI: Provide for the reforestation of the Town.

Objective: Educate elementary school children on the importance of urban tree re-planting.

Project: Maintain the program level necessary to maintain the Town's recognition as a " Tree City U.S.A" and provide Arbor Day programs for elementary schools in Carrboro.

TABLE OF ORGANIZATION

Public Works Department				
<i>POSITION</i>	<i>GRADE</i>	<i>FY'00-01</i>	<i>FY'01-02</i>	<i>FY'02-03</i>
Public Works Director	27	1	1	1
Street Superintendent	18	1	1	1
Landscaping/Grds Supervisor	18	1	1	1
Solid Waste Supervisor	17	1	1	1
Fleet Maintenance Supervisor	16	1	1	1
Building Maint. Supervisor	16	1	1	1
Administrative Analyst	16	1	1	1
Street Crew Leader	12	2	2	2
Mechanic II	11	1	1	1
Sign/Marking Technician	11	1	1	1
Grounds Crew Leader	11	2	2	2
Mechanic I	10	1	1	1
Administrative Assistant	13	1	1	1
S W Equip. Operator II/Crew Leader	9	1	1	1
Building Maint. Assistant	8	1	1	1
S. W. Equip. Operator II	8	1	1	1
Maintenance Const. Wker	8	5	5	5
Groundskeeper II	8	0	1	1
S W Equip Operator I	7	5	5	5
Groundskeeper I	7	6	5	5
Custodian	4	1	1	1
FULLTIME POSITIONS		35	35	35

PUBLIC WORKS - DEPARTMENTAL TOTAL

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	1,181,742	1,346,363	1,377,521	1,441,936	95.5%	1,410,888	0	1,410,888
OPERATIONS	1,171,493	1,288,500	1,377,530	1,531,726	89.9%	1,522,172	19,650	1,541,822
CAPITAL OUTLAY	32,908	281,622	124,933	167,462	74.6%	159,362	12,500	171,862
TOTAL	2,386,143	2,916,485	2,879,984	3,141,124	91.7%	3,092,422	32,150	3,124,572

PERFORMANCE MEASURES

	FY99- 2000 ACTUAL	FY2000-01 ACTUAL	FY2001-02 ESTIMATED	FY2002-03 PROJECTED
Streets				
Paved Streets Maintained in Miles	32.50	29.16	31.00	35.39
Dirt Streets Maintained in Miles	2.18	2.18	2.18	2.18
Bikeway Miles Maintained	2.03	3.0	3.0	3.0
Inspection Hours Per Year	900	910	900	850
% Paved Streets with 80% or > Pavement Rating	92.8	92.8	92.8	89
Solid Waste				
# Rollout Containers Serviced Weekly	3000	3100	3200	3200
# MSW Tons Collected Annually/Rollouts	2280	2280	2290	2350
# Commercial Dumpsters Serviced Bi-Weekly	112	112	114	114
#MSW Tons Collected Annually/Commercial Dumpsters	2500	2500	2550	2550
# Multi-Family Dumpsters Serviced Bi-Weekly	204	204	208	208
#MSW Tons Collected Annually / Multi-Family	1980	1980	1980	2600
C&D Tons Collected Per Year	177	177	177	177
Extra Tons Collected Per Year, Excluding C&D	573	573	573	573
# Solid Waste Workers: # Citizens	1:1940	1:1940	1:2001	1:2001
Avg MSW Single Family Tons Collected Annually per Worker	1:1080	1:1140	1:1145	1:1175
Avg MSW Commercial Tons Collected Annually per Worker	1:1111	1:1250	1:1275	1:1300
Avg MSW Multi-Family Tons Collected Annually per Worker	1:880	1:990	1:990	1:1300
Building and Trades				
Square Footage of Building Space Maintained	51,400	51,400	53,900	53,900
# Bus Shelters Maintained	12	14	16	16
# Cemetery Spaces Sold Annually	15	18	22	22
# Burials Annually	28	14	20	18
Fleet Maintenance				
# Vehicles and Equipment Maintained	99	99	155	165
# Vehicles on 30-day Preventive Maintenance Schedule	20	20	22	28
# Vehicles on 90-day Preventive Maintenance Schedule	66	66	80	80
# Mechanics to Vehicles Maintained	N/A	N/A	N/A	1:29
Landscaping				
# Park Acreage Maintained	55	65	85.7	95.7
# Open Ground Acreage Maintained	12	12	13	14
# Parks Maintained	6	7	8	8
# Park Trash Receptacles	60	67	75	75
# Playing Fields Maintained	6	7	10	10
Cubic Yards of Leaves Collected Annually	3400	2987	3000	3000

DEPARTMENT: Public Works

DIVISION: Supervision

CODE: 10-550

500200.....Salaries of the Director and support staff
500500.....Employer's share of FICA
500600.....Employer's share of insurance cost
500700.....Employer's share of retirement cost
500701.....Employer's contribution to supplemental retirement plan
500800.....Training for all departmental staff
500900.....Engineering and professional services
501000.....Conferences
501100.....Postage
501400.....Travel
501600.....Maintenance and repair of office equipment
501700.....Maintenance and repair of Division vehicle
502101.....Lease purchase
502500.....Printing of informational brochures, forms, and copier paper
502600.....Advertising for special events and bidding for special projects
503100.....Gas, oils and Tires for Division vehicles
503200.....Miscellaneous office supplies for the entire department
503305.....Computers and Peripherals
504500.....Maintenance contracts for mobile radio, typewriter, copier, and internet access
505300.....Membership dues and subscriptions

PUBLIC WORKS SUPERVISION
10-550

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	160,716	188,381	201,087	192,725	104%	197,503	0	197,503
OPERATIONS	42,533	26,848	22,420	30,503	74%	22,920	0	22,920
CAPITAL OUTLAY	2,939	8,073	0	0	N/A	0	0	0
TOTAL	206,188	223,301	223,508	223,228	100.1%	220,423	0	220,423

DETAIL

500200	SALARIES	132,235	152,346	162,766	160,451	101.4%	163,704		163,704
	TEMPORARY								
500400	SALARIES	174	0	0	0	N/A	0		0
500500	FICA	9,736	11,554	11,858	12,098	98.0%	12,497		12,497
500600	INSURANCE	8,880	12,149	13,635	7,500	181.8%	8,370		8,370
500700	RETIREMENT	6,064	7,677	7,976	7,862	101.4%	8,021		8,021
500701	SUPL RETIREMENT	3,628	4,655	4,852	4,814	100.8%	4,911		4,911
500800	TRAINING	1,579	2,252	945	2,400	39.4%	2,400		2,400
	PROFESSIONAL								
500900	SERVICE	13,703	9,930	5,875	12,000	49.0%	12,000		12,000
501000	CONFERENCES	550	1,324	1,324	1,800	73.6%	1,800		1,800
501100	POSTAGE	422	126	103	725	14.2%	725		725
501400	TRAVEL	90	0	41	400	10.3%	400		400
501600	M & R EQUIP	664	0	0	600	0.0%	600		600
501700	VEHICLE REPAIR	326	34	235	300	78.2%	300		300
502101	LEASE PURCHASE	7,013	7,013	7,013	7,014	100.0%	0		0
502500	PRINTING	1,006	281	943	1,200	78.6%	1,200		1,200
502600	ADVERTISING	233	14	20	300	6.6%	300		300
		279	314	531	635	83.7%	635		635
503100	GAS, OIL, AND TIRES								
503200	OFFICE SUPPLIES	2,205	1,355	1,188	1,129	105.2%	1,560		1,560
503300	DEPT. SUPPLIES	1,663	728	227	0	N/A	0		0
	COMPUTERS &								
503305	PERIPHERALS	0	1,706	1,300	1,300	100.0%	0		0
504500	CONTRACT SVCS	11,890	1,018	2,210	0	N/A	300		300
505300	DUES&SUBS	912	752	464	700	66.3%	700		700
507400	EQUIPMENT	2,939	8,073	0	0	N/A	0		0
SUBTOTAL		206,188	223,301	223,508	223,228	100.1%	220,423	0	220,423

DEPARTMENT: Public Works

DIVISION: Streets

CODE: 10-560

- 500200.....Salaries of Street Superintendent and street and maintenance/construction workers
- 500201.....Overtime
- 500400.....Wages for seasonal temporary workers (transferred to contracted services)
- 500500.....Employer's share of FICA
- 500600.....Employer's share of insurance cost
- 500700.....Employer's share of retirement cost
- 500701.....Employer's contribution to supplemental retirement plan
- 500811.....Subsidizing of commercial driver's licenses
- 501600.....Maintenance and repair of non-licensed equipment
- 501700.....Maintenance and repair of licensed vehicles
- 502100.....Rental of special equipment
- 502101.....Lease purchase payment for prior year purchases & FY02-03 purchase of street sweeper
- 503000.....Public street lighting expenses
- 503100.....Gas, oil and tires for division vehicles and equipment
- 503300.....Supplies and materials such as asphalt, concrete, street signs, gravel, and airless paint sprayer (\$2,400)
- 503304.....Traffic Calming devices
- 503305.....Computers and peripherals
- 503600.....Uniforms
- 504500.....Contractual agreements: Radio maintenance, installation of Christmas decorations, maintenance of traffic control devices, traffic engineer, Norfolk Southern right-of-way agreement, municipal parking lot agreements; fiber locating services, and temporary/contract services for street work (reclassified from temporary salaries line item); *Proposed Change: Lease for parking lots on 100 block of Main St.*
- 505300.....Dues and subscriptions
- 507300.....Street construction – Lilac/Oleander Road project (\$90,000); Aberdeen Court (\$43,000)
- 507301.....Parking Lot construction – *Approved Change: Upgrade of properties on 100 Block of Main St. for downtown parking*
- 507302.....Sidewalk construction
- 507400.....Shoulder Mower
- 507401.....Equipment – Street Sweeper (\$145,000 + \$4,362 for road use tax and tags)

**PUBLIC WORKS STREET MAINTENANCE
10-560**

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	261,337	319,426	332,534	352,939	94.2%	342,950	0	342,950
OPERATIONS	255,002	376,395	415,321	485,130	85.6%	503,303	19,650	522,953
CAPITAL OUTLAY	12,119	11,819	95,179	90,600	105.1%	159,362	0	159,362
TOTAL	528,458	707,641	843,034	928,669	90.8%	1,005,615	19,650	1,025,265

DETAIL

500200 SALARIES	201,232	247,830	261,462	274,079	95.4%	272,492		272,492
500201 OVERTIME	92	387	314	2,575	12.2%	2,575		2,575
500400 TEMP SALARIES	6,983	6,969	0	10,000	0.0%	0		0
500500 FICA	15,252	19,243	19,140	21,929	87.3%	21,043		21,043
500600 INSURANCE	22,697	24,969	31,020	22,500	137.9%	25,110		25,110
500700 RETIREMENT	9,110	12,501	12,827	13,556	94.6%	13,478		13,478
500701 SUPPL RETIREMENT	5,970	7,527	7,772	8,300	93.6%	8,252		8,252
500811 COMM DR LICENSE	0	250	56	250	22.5%	250		250
501600 M & R EQUIP	15,536	6,452	23,209	15,000	154.7%	15,000		15,000
501700 VEHICLE REPAIR	4,123	4,559	4,714	6,000	78.6%	6,000		6,000
502100 RENT	242	3,629	3,786	2,500	151.5%	2,500		2,500
502101 LEASE PURCHASE	34,926	34,926	34,929	58,431	59.8%	73,364		73,364
503000 UTILITIES	82,536	94,767	82,694	90,750	91.1%	90,750		90,750
503100 GAS,OIL, AND TIRES	5,668	6,780	12,841	10,000	128.4%	10,000		10,000
503300 DEPTL SUPPLIES	46,377	92,940	103,694	109,111	95.0%	111,011		111,011
503304 TRAFFIC CALMING	1,058	0	0	4,500	0.0%	0		0
503305 COMPUTERS & PERIPHERALS	0	0	3,052	7,300	41.8%	0		0
503600 UNIFORMS	3,978	4,987	6,069	5,600	108.4%	5,600		5,600
504500 CONTRACT SVCS	42,483	55,741	62,572	43,862	142.7%	55,628	3,000	58,628
505300 DUES & SUBSCRIPTIONS	0	50	0	200	0.0%	200		200
506200 OWASA SEWER FEE REIMBURSEMENT	0	0	2,000	0	N/A	0		0
507300 STREET CONSTRUCTION	18,075	68,474	75,703	50,000	151.4%	133,000		133,000
507301 PARKING LOT	0	2,841	0	0	N/A	0	16,650	16,650
507302 SIDEWALK CONST	0	0	0	81,626	0.0%	0		0
507400 EQUIPMENT	12,119	11,819	95,179	90,600	105.1%	10,000	0	10,000
507401 VEHICLES	0	0	0	0	N/A	149,362	0	149,362
SUBTOTAL	528,458	707,641	843,034	928,669	90.8%	1,005,615	19,650	1,025,265

DEPARTMENT: Public Works

DIVISION: Solid Waste Management

CODE: 10-580

500200.....Salaries of Solid Waste Supervisor and solid waste operators
500201.....Overtime
500500.....Employer's share of FICA
500600.....Employer's share of insurance cost
500700.....Employer's share of retirement cost
500701.....Employer's contribution to supplemental retirement plan
500811.....Subsidizing of commercial driver's licenses
501600.....Maintenance and repair of non-licensed equipment including dumpsters
 located on Town maintained property
501700.....Maintenance and repair of licensed vehicles
502101.....Lease purchase payment for previous years and
503100.....Gas, oil and tires for divisional vehicles
503300.....Supplies - gloves, pitch forks, cleaning chemicals - for division use
503303.....Purchase for resale - rollout refuse containers
503305.....Replacement software for division PC
503306.....Purchase for resale – yard waste carts
503600.....Uniforms
504500.....Contractual agreements: Radio and pager maintenance
504701.....Landfill fees (8,000 tons @ \$45 per ton)
505300.....Dues and subscriptions

**PUBLIC WORKS SOLID WASTE MANAGEMENT
10-580**

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	217,681	250,914	269,680	270,603	99.7%	279,210	0	279,210
OPERATIONS	507,442	507,926	513,703	544,206	94.4%	544,206	0	544,206
CAPITAL OUTLAY	1,915	188,735	0	0	N/A	0	0	0
TOTAL	727,038	947,575	783,383	814,809	96.1%	823,416	0	823,416

DETAIL

500200	SALARIES	172,240	196,782	213,497	215,718	99.0%	221,158		221,158
500201	OVERTIME	0	0	138	1,160	11.9%	1,160		1,160
500400	TEMP SALARIES	0	0	0	0	N/A	0		0
500500	FICA	12,608	14,974	15,893	16,591	95.8%	17,008		17,008
500600	INSURANCE	19,652	23,178	23,329	20,000	116.6%	22,320		22,320
500700	RETIREMENT	8,190	9,991	10,468	10,627	98.5%	10,894		10,894
500701	SUPPL RETIREMENT	4,991	5,989	6,355	6,506	97.7%	6,670		6,670
500811	COMM DRIVERS LIC	0	110	50	300	16.7%	300		300
501600	M & R EQUIP	205	76	0	800	0.0%	800		800
501700	M&R VEHICLES	28,065	18,378	12,953	30,000	43.2%	30,000		30,000
502101	LEASE PURCHASE	91,581	98,970	98,970	98,971	100.0%	98,971		98,971
502500	PRINTING	0	1,095	13	0	N/A	0		0
503100	GAS,OIL AND TIRES	22,607	25,501	28,192	30,000	94.0%	30,000		30,000
503300	DEPT SUPPLIES	4,970	4,975	5,531	4,950	111.7%	4,950		4,950
503303	PUR FOR RESALE	10,652	16,606	11,970	12,100	98.9%	12,100		12,100
503306	YARD WASTE CARTS	1,104	2,484	1,150	1,380	83.3%	1,380		1,380
503600	UNIFORMS	4,047	4,101	4,438	4,405	100.7%	4,405		4,405
504500	CONTRACT SERVICES	1,256	1,167	464	1,000	46.4%	1,000		1,000
504701	LANDFILL-RESIDT'L	342,956	334,463	349,973	360,000	97.2%	360,000		360,000
505300	DUES	0	0	0	300	0.0%	300		300
507400	EQUIPMENT	1,915	188,735	0	0	N/A	0		0
SUBTOTAL		727,038	947,575	783,383	814,809	96.1%	823,416	0	823,416

DEPARTMENT: Public Works

DIVISION: Central Services

CODE: 10-590

500200.....Salaries of Building Maint. Supervisor and building maintenance support staff
500201.....Overtime
500500.....Employer's share of FICA
500600.....Employer's share of insurance cost
500700.....Employer's share of retirement cost
500701.....Employer's contribution to supplemental retirement plan
501200.....Telephone – covers cell phone charges for the department
501600.....Maintenance and repair of non-licensed equipment
501601.....Maintenance and repair to Town Hall, Century Center, and Fire Station
501700.....Maintenance and repair of vehicles
502100.....Rental of special equipment
502101.....Lease Purchase prior year payments
503000.....Utilities-Town Hall, Century Center, & Public Works - electric, gas, water
 and sewer
503100.....Gas, oil and tires for vehicles and equipment
503101.....Fuel system maintenance
503300.....Supplies-Town Hall: cleaning supplies, toilet paper, paper towels,
503305.....Software for replacement PC
503600.....Uniforms
504500.....Contractual agreements: Radio and pager maintenance, pest control, door
 mats, mop heads, carpet cleaning, overhead door maintenance, garage rags,
 and air compression, janitorial services and mat cleaning - Century Center;
 HVAC maintenance contract (\$4,500)
507400.....*Approved Change: Bins to enclose salt and sand materials (\$7,500); Storage
 equipment for leaking fluids (\$5,000)*

PUBLIC WORKS CENTRAL SERVICES
10-590

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	109,703	117,329	124,081	119,221	104.1%	122,861	0	122,861
OPERATIONS	219,006	217,600	243,945	272,441	89.5%	244,443	0	244,443
CAPITAL OUTLAY	9,262	191	0	0	N/A	0	12,500	12,500
TOTAL	337,971	335,119	368,026	391,662	94.0%	367,304	12,500	379,804

DETAIL

500200 SALARIES	88,634	92,627	98,536	95,936	102.7%	98,334		98,334
500201 OVERTIME	42	590	0	750	0.0%	750		750
500500 FICA	6,514	6,987	7,304	7,396	98.8%	7,580		7,580
500600 INSURANCE	7,692	9,605	10,499	7,500	140.0%	8,370		8,370
500700 RETIREMENT	4,230	4,696	4,828	4,738	101.9%	4,855		4,855
500701 SUPPL RETIREMENT	2,590	2,824	2,913	2,901	100.4%	2,972		2,972
501200 TELEPHONE	52,221	2,214	3,590	0	N/A	4,100		4,100
501600 M & R EQUIP	2,263	548	1,739	1,900	91.5%	1,940		1,940
501601 M & R BUILDINGS	62,751	45,388	53,365	51,400	103.8%	47,200		47,200
501700 M VEHICLE REPAIR	376	205	230	825	27.8%	475		475
502100 RENT	205	0	493	775	63.6%	2,915		2,915
502101 LEASE PURCHASE	44,366	45,591	38,111	38,112	100.0%	38,112		38,112
503000 UTILITIES	30,588	63,386	55,181	96,000	57.5%	73,000		73,000
503100 GAS, OIL, TIRES	579	619	883	1,008	87.6%	1,008		1,008
503101 FUEL SYSTEM	0	2,824	1,521	1,600	95.0%	1,600		1,600
503300 DEPARTMENTAL SUPPLIES	13,780	17,594	19,256	16,974	113.4%	16,974		16,974
503600 UNIFORMS	1,469	1,592	2,175	1,900	114.5%	1,900		1,900
504500 CONTRACT SERVICES	10,409	37,639	67,401	61,947	108.8%	55,219		55,219
507400 EQUIPMENT	9,262	191	0	0	N/A	0	12,500	12,500
SUBTOTAL	337,971	335,119	368,026	391,662	94.0%	367,304	12,500	379,804

500200	Salaries of Fleet Maintenance Supervisor and mechanics
500201	Overtime
500500	Employer's share of FICA
500600	Employer's share of insurance cost
500700	Employer's share of retirement cost
500701	Employer's contribution to supplemental retirement plan
500811	Commercial Drivers License
501600	Maintenance and repair of equipment
501700	Maintenance and repair of vehicles
502101	Lease payment for pool vehicles
503100	Gas, oil and tires for Fleet Maintenance vehicles and equipment
503300	Supplies;
503600	Uniforms
504500	Contractual agreements: Air compressor registration, garage cloths, radio maintenance, and oxygen/acetylene
507400	Equipment
507401	Vehicles

PUBLIC WORKS FLEET MAINTENANCE
10-591

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	129,448	134,823	142,846	136,717	104.5%	140,722	0	140,722
OPERATIONS	17,086	16,842	19,118	25,838	74.0%	15,150	0	15,150
CAPITAL OUTLAY	1,646	726	1,760	2,500	70.4%	0	0	0
TOTAL	148,180	152,392	163,724	165,055	99.2%	155,872	0	155,872

DETAIL

500200	SALARIES	105,771	108,867	115,818	111,078	104.3%	113,891		113,891
500201	OVERTIME	0	0	0	750	0.0%	750		750
500500	FICA	7,788	8,267	8,736	8,555	102.1%	8,713		8,713
500600	INSURANCE	7,747	8,906	9,202	7,500	122.7%	8,370		8,370
500700	RETIREMENT	5,050	5,484	5,675	5,480	103.6%	5,581		5,581
500701	SUPL RETIREMENT	3,092	3,299	3,415	3,355	101.8%	3,417		3,417
500811	COM DRIVERS LIC	0	0	0	150	0.0%	150		150
501600	M & R EQUIP	1,270	280	359	2,500	14.4%	2,500		2,500
501700	MOTOR VEHICLE REPAIR	1,105	2,011	331	3,500	9.5%	3,500		3,500
502101	LEASE PAYMENTS	6,987	6,987	6,987	6,988	100.0%	0		0
503100	GAS, OIL AND TIRES	1,385	1,213	1,318	2,000	65.9%	2,000		2,000
503300	DEPT SUPPLIES	3,850	4,365	7,759	7,300	106.3%	3,600		3,600
503600	UNIFORMS	1,661	1,607	1,937	1,900	102.0%	1,900		1,900
504500	CONTRACT SERVICES	829	379	425	1,500	28.4%	1,500		1,500
507400	EQUIPMENT	1,646	726	1,760	2,500	70.4%	0		0
507401	VEHICLES	0	0		0	N/A	0		0
SUBTOTAL		148,180	152,392	163,724	165,055	99.2%	155,872	0	155,872

DEPARTMENT: Public Works

DIVISION: Landscaping/Grounds

CODE: 10-592

500200.....Salaries of Landscaping/Grounds Supervisor and groundskeeper positions
500201.....Overtime
500300.....Wages for seasonal workers (transferred to contract services)
500500.....Employer's share of FICA
500600.....Employer's share of insurance cost
500700.....Employer's share of retirement cost
500701.....Employer's contribution to supplemental retirement plan
500702.....Retirement benefit for former employee
500811.....Subsidizing of commercial driver's licenses
501600.....Maintenance and repair to non-licensed equipment
501602.....Maintenance and repair (general parks maintenance)
501603.....Maintenance and repair (general grounds maintenance)
501700.....Maintenance and repair to licensed vehicles
502100.....Rental of special equipment such as power auger, ditch trencher, etc.
502101.....Lease purchase payments from previous years
503000.....Utilities for lighting of planters and other general landscaping areas
503001.....Utilities for park system
503100.....Gas and oil for Division vehicles and equipment
503300.....Supplies and materials (general grounds maintenance); 2 replacement line trimmers (\$800); 2 replacement curb and sidewalk edgers (\$720)
503301.....Supplies and materials (general parks maintenance)
503600.....Uniforms
504500.....Maintenance contract: Mobile radios and pager; temporary seasonal help (reclassified from temporary salaries); repair on tennis courts
505300.....Dues and subscriptions
507400.....Equipment
507401.....Vehicles

PUBLIC WORKS LANDSCAPING
10-592

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	302,857	335,490	307,293	369,732	83.1%	327,642	0	327,642
OPERATIONS	130,424	142,889	163,023	173,608	93.9%	192,150	0	192,150
CAPITAL OUTLAY	5,027	72,078	27,993	74,362	37.6%	0	0	0
TOTAL	438,308	550,457	498,310	617,702	80.7%	519,792	0	519,792

DETAIL

500200 SALARIES	214,352	242,292	227,007	252,578	89.9%	258,612		258,612
500201 OVERTIME	364	4,713	815	1,442	56.5%	1,442		1,442
PART-TIME								
500300 SALARIES	35,057	23,391	1,386	48,000	2.9%	0		0
500400 TEMP SALARIES	0	3,821	10,002	0	N/A	0		0
500500 FICA	18,505	19,625	19,360	23,105	83.8%	19,894		19,894
500600 INSURANCE	15,643	21,631	27,262	22,500	121.2%	25,110		25,110
500700 RETIREMENT	10,495	11,074	12,096	12,447	97.2%	12,743		12,743
500701 SUPPL RETIREMENT	6,572	6,732	7,326	7,621	96.1%	7,802		7,802
500702 RETIRE SETTLEMT	1,870	2,210	2,040	2,040	100.0%	2,040		2,040
500800 TRAINING	130	40	130	0	N/A	0		0
COM.DRIVERS								
500811 LICENSE	90	290	70	425	16.5%	425		425
501600 M & R EQUIP	9,148	7,353	8,061	9,000	89.6%	9,000		9,000
501602 M & R PARKS	3,651	13,109	7,325	8,000	91.6%	8,000		8,000
501603 M & R GROUNDS	4,382	0	0	1,800	0.0%	1,800		1,800
501700 VEHICLE REPAIR	2,712	2,574	2,318	5,000	46.4%	4,000		4,000
502100 RENT	65	0	0	300	0.0%	0		0
502101 LEASE PURCHASE	29,717	38,277	38,277	54,303	70.5%	21,053		21,053
502600 ADVERTISING	0	212	0	0	N/A	0		0
503000 UTILITIES	4,751	7	0	0	N/A	0		0
503001 UTILITIES-PARKS	13,114	17,650	20,598	22,680	90.8%	22,680		22,680
503100 GAS, OIL, AND TIRES	7,171	7,122	8,319	10,000	83.2%	10,000		10,000
503300 DEPT SUPPLIES	15,950	25,823	28,716	28,000	102.6%	23,520		23,520
503301 PARKS/SUPPLIES	23,200	22,413	21,237	27,000	78.7%	27,000		27,000
503600 UNIFORMS	3,577	3,605	4,460	4,300	103.7%	4,300		4,300
CONTRACT								
504500 SERVICES	12,475	4,189	23,512	2,500	940.5%	60,072	0	60,072
DUES AND								
505300 SUBSCRIPTIONS	290	225	0	300	0.0%	300		300
507400 EQUIPMENT	5,027	72,068	27,993	28,000	100.0%	0		0
507401 VEHICLES	0	10	0	46,362	0.0%	0		0
SUBTOTAL	438,308	550,457	498,310	617,702	80.7%	519,792	0	519,792

RECREATION & PARKS DEPARTMENT

PURPOSE

Recreation and park services should be available to all the people of Carrboro and Orange County; and, serve the varied leisure services needs of the Town through the provision, with equal emphasis, on both a creative and diverse recreation program and attractive, safe, public park system.

ACTIVITIES

- Staffs and advises the Recreation and Parks Commission to provide professional direction and assistance in the performance of their advisory role to the Board of Aldermen.
- Provides administrative supervision and program support services focusing on planning, record keeping, accounting, departmental management and public relations for the department of Recreation and Parks.
- Manages and supervises the orderly development of all parks and recreation facilities owned or operated by the Town.
- Coordinates youth and adult athletic activities consisting of league development by individual and team registration.
- Promotes miscellaneous athletic activities during the fiscal year developed and targeted toward specific user groups, i.e.: tournaments, events, day camps, etc.
- Implements and supervises summer programs consisting of special enrichment camps for youth.
- Creates classes, workshops, trips, and other general recreational activities to meet the varied leisure interests and needs of the community.
- Develops and implements special recreation programs of a social and therapeutic nature.
- Coordinates activities designed to meet the physical and intellectual leisure needs of older adults.
- Provides supervision and general management for school and facility rentals and coordinates department and non-Town uses of the Carrboro Century Center.

WORK PLAN

Goal I: Provide a balance in programming that offers a variety of leisure opportunities to citizens of all ages that includes athletic, cultural, and educational and community programs. This balance should additionally apply to the fees, scheduling, staffing, facilities and other resources.

Objectives: Offer programs at facilities located throughout the community and at the Carrboro Century Center; expand or initiate partnerships with other community organizations.

Project: Continue existing programs with El Centro, Weaver Street Market and ArtsCenter and other community organizations and groups and identify future desired partnerships and co-sponsored programs.

Goal II: To further reduce participation barriers/access to programs and develop the most effective leisure program that meets the needs of all citizens.

Objectives: Provide programming and marketing enhancements to attract full participation in programming and therefore, most effectively serve all segments of the population.

Project: Analyze census data, and other data and target service groups that are being underserved.

Goal III: To improve and consistently utilize a variety of marketing methods with increased specific targets versus general methods.

Objectives: More effectively meet the leisure services needs of the overall Carrboro community and increase the success rate of new and current programs and to make fee waiver possibilities more widely known.

Goal IV: To offer leisure opportunities for teens, adults and older adults.

Objectives: Effectively develop programs that meet the needs of specific age groupings identified in the 2000 Census data.

Project: Evaluate present program to identify gaps in services to the majority of the population and develop plan to close those gaps.

Goal V: To make a concerted effort to formalize the department staff, Recreation and Parks Commission, volunteers, as a team to continue to aggressively provide appropriate and applicable innovative and new programming.

Objectives: More cohesively bring groups into the decision-making process to develop programs that fit the community's make-up and recreation needs.

Project: Develop appreciation efforts for volunteers and donors to program and facilities.

Project: Meet yearly in a facilitated setting so that progress on objectives, course changes, and new issues can be discussed and evaluated; culminating in a specific charting of course for the next year with documented goals to follow.

TABLE OF ORGANIZATION

Recreation & Parks Department				
<i>POSITION</i>	<i>GRADE</i>	<i>FY'00-01</i>	<i>FY'01-02</i>	<i>FY'02-03</i>
Recreation & Parks Director	25	1	1	1
Recreation Superintendent	17	1	1	1
Recreation Administrator	17	1	1	1
Facilities Operations Officer	16	1	1	1
Recreation Supervisor	15	3	3	3
Recreation Supervisor*	15	0	*	*
Administrative Assistant	13	1	1	1
Facility Specialist*	13	*	*	*
Program Support Assistant II*	9	0	*	*
Program Support Assistant I	6	1	1	1
FULL TIME POSITIONS		9	9	9

*PART-TIME PERMANENT POSITIONS

RECREATION AND PARKS - DEPARTMENTAL TOTAL

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	473,519	592,828	681,083	673,104	101.2%	698,431	8,514	706,944
OPERATIONS	183,701	194,836	227,642	334,748	68.0%	294,264	0	294,264
CAPITAL OUTLAY	21,031	42,323	1,700	120,000	1.4%	0	0	0
TOTAL	678,250	829,987	910,425	1,127,852	80.7%	992,695	8,514	1,001,208

PERFORMANCE MEASURE

Indicators	FY99- 2000 ACTUAL	FY2000- 01 ACTUAL	FY2001-02 ESTIMATED	FY2002-03 PROJECTED
Total Department Revenues	\$134,500	\$149,861	\$120,592	\$124,600
Registration Transactions	N/A	3,792	3,200	4,000
Percentage of meeting public recreation facilities as recommended by the adopted Recreation and Parks Comprehensive Master Plan in the following categories:				
Tennis (8 recommended; 6 existing)	75%	75%	75%	75%
Soccer (2 recommended; 0 existing)	0%	0%	0%	100%
Youth Baseball (7 recommended; 4 existing)	49%	49%	49%	49%
Basketball (8 recommended; 4 existing)	50%	50%	50%	50%
Picnic Tables (42 recommended; 37 existing)	88%	88%	88%	88%
Picnic Shelters (3 recommended; 2 existing)	66%	66%	66%	66%
Swimming Pools (1 recommended; 0 existing)	0%	0%	0%	0%
Space utilization rate of Century Center	N/A	N/A	66%	76%

DEPARTMENT: Recreation & Parks

DIVISION: Supervision

CODE: 10-620

500200.....Salaries of Recreation & Parks Director and support staff
500500.....Employer's share of FICA
500600.....Employer's share of insurance cost
500700.....Employer's share of retirement cost
500701.....Employer's contribution to supplemental retirement plan
500800.....Training and additional safety training
501000.....Conferences--NRPA
501100.....Postage
501200.....Mobile phone lease
501600.....Maintenance and repair of equipment
501700.....Maintenance and repair of vehicles
502100.....Copier lease and postage meter lease
502101..... Lease Purchase- prior years
502500.....Printing
503100.....Gas, oil and tires
503200.....Office supplies
503300.....Departmental supplies
504500.....Contractual Services
505300.....Dues and subscriptions
507401.....Vehicles

RECREATION SUPERVISION
10-70-600-620

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	139,019	144,108	162,973	151,387	107.7%	154,916	0	154,916
OPERATIONS	6,840	7,213	23,075	28,183	81.9%	25,481	0	25,481
CAPITAL OUTLAY	2,667	20,490	0	0	N/A	0	0	0
TOTAL	148,525	171,811	186,048	179,570	103.6%	180,397	0	180,397

DETAIL

500200 SALARIES	115,496	118,303	132,937	124,523	106.8%	126,825		126,825
500500 FICA	8,578	9,144	9,974	9,526	104.7%	9,702		9,702
500600 INSURANCE	6,065	7,379	9,861	7,500	131.5%	8,370		8,370
500700 RETIREMENT	5,511	5,797	6,514	6,102	106.8%	6,214		6,214
500701 SUPPL RETIREMENT	3,368	3,485	3,687	3,736	98.7%	3,805		3,805
500800 TRAINING	301	0	0	1,830	0.0%	1,830		1,830
501000 CONFERENCES	1,176	399	0	800	0.0%	800		800
501100 POSTAGE	293	348	227	550	41.3%	450		450
501200 TELEPHONE	721	151	95	300	31.7%	300		300
501600 M & R EQUIP	229	219	165	550	30.0%	550		550
501700 VEHICLE REPAIR	89	54	125	550	22.8%	550		550
502100 RENT	0	0	6,478	7,650	84.7%	7,650		7,650
502101 LEASE PURCHASE	0	0	7,021	7,021	100.0%	7,021		7,021
502500 PRINTING	978	1,863	1,440	1,832	78.6%	1,630		1,630
503100 GAS, OIL, TIRES	0	164	0	250	0.0%	500		500
503200 OFFICE SUPPLIES	1,080	1,812	1,291	1,500	86.1%	1,500		1,500
503300 DEPT SUPPLIES	731	1,016	2,556	1,750	146.1%	1,750		1,750
503305 COMPUTERS & PERIPHERALS	0	0	2,743	2,650	103.5%	0		0
504500 CONTRACT SERVICES	881	591	637	700	91.0%	700		700
505300 DUES/SUBSCRIPTION	360	595	295	250	118.0%	250		250
507400 EQUIPMENT	2,667	0	0	0	N/A			0
507401 VEHICLE	0	20,490	0	0	N/A			0
SUBTOTAL	148,525	171,811	186,048	179,570	103.6%	180,397	0	180,397

DEPARTMENT: Recreation & Parks

DIVISION: Parks & Playgrounds

CODE: 10-621

500900.....Professional Services
501602.....Maintenance and repair of parks
502100.....Rental for port-o-lets during winter months at Community and Wilson
 Parks
502101.....Lease-purchase – two playgrounds
502600.....Advertising
507300.....Construction
507400.....Playground equipment at Wilson and Anderson Parks

.....PRIOR YEAR APPROVED CHANGES	
Playground Equipment at Wilson and Anderson Parks – lease payment	27,533
Full cost value of playground equipment	\$120,000

RECREATION PLAYGROUNDS AND PARKS
10-70-600-621

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	0	0	0	2,805	0.0%	0	0	0
OPERATIONS	32,747	14,696	17,313	59,381	29.2%	52,039	0	52,039
CAPITAL OUTLAY	17,612	0	0	120,000	0.0%	0	0	0
TOTAL	50,359	14,696	17,313	182,186	9.5%	52,039	0	52,039

DETAIL

500300	P/T SALARIES		0	0	2,600	0.0%	0		0
500500	FICA		0	0	205	0.0%	0		0
500900	PROF SERVICES	5,243	1,120	4,000	4,000	100.0%	4,000		4,000
501602	M & R PARKS	2,878	3,339	938	3,900	24.1%	3,900		3,900
501700	MOTOR VEHICLE REPAIR		0	0	0	N/A	0		0
502100	RENT		570	0	2,500	0.0%	2,500		2,500
502101	LEASE PURCHASE	24,626	9,537	0	37,031	0.0%	41,189		41,189
502600	ADVERTISING		130	235	450	52.2%	450		450
503100	GAS,OIL, & TIRES		0	0	0	N/A	0		0
507300	CONSTRUCTION		0	12,140	11,500	105.6%	0	0	0
507400	EQUIPMENT	17,612		0	120,000	0.0%			0
SUBTOTAL		50,359	14,696	17,313	182,186	9.5%	52,039	0	52,039

DEPARTMENT: Recreation & Parks

DIVISION: Athletics

CODE: 10-622

500200.....Recreation Administrator and recreation staff
500201.....Overtime Costs
500300.....Part-time salaries (Recreation Supervisor)
500400.....Temporary employees - athletic specialist, field supervisors, score-keepers and umpires.
500500.....Employer's share of FICA
500600.....Employer's share of insurance cost
500700.....Employer's share of retirement cost
500701.....Employer's contribution to supplemental retirement plan
500800.....Training - first-aid, coaches training, school of Sports Management
501000.....Conferences
501100.....Postage
501200.....Mobile phone service
501600.....Maintenance and repair of equipment
501700.....Motor vehicle repair
502100.....Facility and equipment rental
502101.....Lease payment
502500.....Printing
502600.....Advertising
503100.....Gas, Oil and Tires
503200.....Office supplies
503300.....Departmental supplies
503600.....Uniforms
504500.....Contractual Services
505300.....Dues and subscriptions
506002.....Insurance (optional) for participants

RECREATION ATHLETICS**10-70-600-622**

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	165,424	181,958	205,758	190,804	107.8%	208,023	0	208,023
OPERATIONS	60,929	74,283	77,594	82,976	93.5%	74,890	0	74,890
CAPITAL OUTLAY	0	16,427	1,700	0	N/A	0	0	0
TOTAL	226,353	272,668	285,052	273,780	104.1%	282,913	0	282,913

DETAIL

500200	SALARIES	76,278	78,627	102,185	82,178	124.3%	82,820		82,820
500201	OVERTIME	204	261	0	1,111	0.0%	1,160		1,160
500300	PART-TIME SALARIES			9,312	0	N/A	26,718		26,718
500400	TEMPORARY SALARIES	65,315	77,289	63,612	79,577	79.9%	71,196		71,196
500500	FICA	11,118	11,845	13,062	12,459	104.8%	13,915		13,915
500600	INSURANCE	6,791	7,568	8,787	5,000	175.7%	5,580		5,580
500700	RETIREMENT	3,542	3,969	5,486	7,980	68.7%	4,115		4,115
500701	SUPPL RETIREMENT	2,176	2,398	3,314	2,499	132.6%	2,519		2,519
500800	TRAINING	149	936	673	760	88.6%	760		760
501000	CONFERENCES	230	394	0	100	0.0%	100		100
501100	POSTAGE	3,250	2,445	1,850	2,450	75.5%	2,600		2,600
501200	TELEPHONE	623	754	928	720	128.9%	840		840
501600	M & R EQUIP	0	51	0	300	0.0%	300		300
501700	MOTOR VEH REPAIR	23	49	231	200	115.5%	400		400
502100	RENT	10,397	17,403	19,384	13,484	143.8%	12,409		12,409
502101	LEASE PAYMENTS	0	11,271	4,250	4,250	100.0%	4,250		4,250
502500	PRINTING	3,190	4,015	1,320	2,800	47.1%	2,500		2,500
502600	ADVERTISING	209	177	210	580	36.1%	300		300
503100	GAS,OIL & TIRES	216	480	526	220	239.0%	625		625
503200	OFFICE SUPPLIES	336	226	583	500	116.6%	700		700
503300	DEPT SUPPLIES	14,768	11,616	16,242	17,903	90.7%	16,542		16,542
	COMPUTERS &	0	552	3,783	3,500	108.1%	0		0
503305	PERIPHERALS								
503600	UNIFORMS	12,457	8,983	17,986	18,181	98.9%	19,740		19,740
504500	CONTRACTS	12,258	14,368	8,959	16,158	55.4%	12,329		12,329
504501	ENTERPRISE CONTRA	2,269	0	0	0	N/A	0		0
505300	DUES/SUBSCRIPTION	485	545	670	720	93.0%	345		345
506002	INSURANCE	70	20	0	150	0.0%	150		150
507400	EQUIPMENT	0	4,088	1,700	0	N/A	0		0
507401	VEHICLES	0	12,339	0	0	N/A			0
SUBTOTAL		226,353	272,668	285,052	273,780	104.1%	282,913	0	282,913

DEPARTMENT: Recreation & Parks

DIVISION: General Programs

CODE: 10-623

500200.....Salaries of Recreation Superintendent and recreation staff
500201.....Overtime - supervisors
500400.....Part-time Facility/Activity Supervisors, Program Specialists and day
camp staff
500500.....Employer's share of FICA
500600.....Employer's share of insurance cost
500700.....Employer's share of retirement cost
500701.....Employer's contribution to supplemental retirement plan
500800.....Training
501100.....Postage
501200.....Telephone
501400.....Travel
501600.....Maintenance and repair of equipment
501700.....Maintenance and repair of vehicle
502100.....Facility and equipment rental
502500.....Printing
502600.....Advertising
503100.....Gas, oil and tires
503200.....Miscellaneous office supplies
503300.....Departmental supplies
503600.....Uniforms
504501.....Programming/Fundraising for Friends of the Century Center
504702.....Contractual services - salaries of leisure class instructors, special event
providers, sound equipment services
504703.....Funding of Carrboro Day activities
505300.....Dues, subscriptions, and licensing fees

GENERAL PROGRAMS
10-70-600-623

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	159,862	186,534	186,949	199,987	93.5%	201,690	0	201,690
OPERATIONS	80,137	87,331	94,680	120,825	78.4%	124,673	0	124,673
CAPITAL OUTLAY	752	4,406	0	0	N/A	0	0	0
TOTAL	240,750	278,271	281,629	320,812	87.8%	326,363	0	326,363

DETAIL

500200	SALARIES	104,146	111,902	109,452	118,277	92.5%	121,247		121,247
500201	OVERTIME	0	947	71	689	10.3%	703		703
500400	TEMPORARY SALARIES	29,980	42,679	46,561	47,617	97.8%	48,683		48,683
500500	FICA	10,016	11,803	11,700	12,744	91.8%	13,053		13,053
500600	INSURANCE	7,675	10,188	10,537	7,500	140.5%	8,370		8,370
500700	RETIREMENT	4,990	5,613	5,366	8,163	65.7%	5,976		5,976
500701	SUPPL RETIREMENT	3,055	3,403	3,262	4,997	65.3%	3,659		3,659
500800	TRAINING	486	694	630	1,790	35.2%	1,790		1,790
501100	POSTAGE	3,970	3,722	3,784	3,939	96.1%	4,123		4,123
501200	TELEPHONE	0	0	214	288	74.2%	288		288
501400	TRAVEL	5	16	4	40	10.0%	40		40
501600	M & R EQUIP	40	48	35	420	8.3%	420		420
501700	VEHICLE REPAIR	1,038	195	341	1,200	28.4%	1,200		1,200
502100	RENT	4,385	4,957	4,273	8,500	50.3%	8,648		8,648
502500	PRINTING	13,326	17,258	16,452	15,788	104.2%	18,829		18,829
502600	ADVERTISING	1,849	1,790	1,602	2,800	57.2%	3,000		3,000
503100	GAS, OIL, TIRES	372	638	366	845	43.3%	845		845
503200	OFFICE SUPPLIES	752	703	1,189	900	132.1%	1,050		1,050
503300	DEPT SUPPLIES	17,963	19,464	20,569	25,530	80.6%	25,673		25,673
	COMPUTERS &								
503305	PERIPHERALS	0	552	3,252	3,150	103.2%	0		0
503600	UNIFORMS	801	0	908	800	113.6%	800		800
504500	CONTRACT SERVICES	-75	517	0	0	N/A	0		0
	FRIENDS OF								
504501	CENTURY CENTER	1,939	2,050	2,156	0	N/A	1,500	0	1,500
504702	SPECIAL CLASSES	27,106	28,073	33,441	45,954	72.8%	47,586		47,586
504703	CARRBORO DAY	4,384	5,327	4,058	6,396	63.5%	6,396		6,396
505300	DUES/SUBSCRIPTION	1,795	1,326	1,406	2,485	56.6%	2,485		2,485
507300	CONSTRUCTION	0	0	0	0	N/A	0		0
507400	FURNITURE/EQUIPME	752	4,406	0	0	N/A	0		0
SUBTOTAL		240,750	278,271	281,629	320,812	87.8%	326,363	0	326,363

DEPARTMENT: Recreation & Parks

DIVISION: Recreation Facilities (Carrboro Century Center)

CODE: 10-624

500200.....Salaries of Facilities Operations Officer
500300.....Part-time Program Support Assistant and Facility Specialist; *Approved
Change: Additional Hours for Program Support Assistant*
500400.....Part-time Facility Supervisors
500500.....Employer's share of FICA
500600.....Employer's share of insurance cost
500700.....Employer's share of retirement cost
500701.....Employer's contribution to supplemental retirement plan
500800.....Training (Safety, Facility Management, Bookkeeping)
501100.....Postage
501200.....Telephone
501400.....Travel
501500.....Maintenance and repair of buildings
501600.....Maintenance and repair of equipment
502500.....Printing
502600.....Advertising
503200.....Miscellaneous office supplies
503300.....Departmental supplies
504500.....Contractual services
505300.....Dues and subscriptions

DEPARTMENT: Recreation & Parks

DIVISION: Recreation Facilities (Carrboro Century Center)

CODE: 10-624

500200.....Salaries of Facilities Operations Officer
500300.....Part-time Program Support Assistant and Facility Specialist; *Approved Change: Additional Hours for Program Support Assistant*
500400.....Part-time Facility Supervisors
500500.....Employer's share of FICA
500600.....Employer's share of insurance cost
500700.....Employer's share of retirement cost
500701.....Employer's contribution to supplemental retirement plan
500800.....Training (Safety, Facility Management, Bookkeeping)
501100.....Postage
501200.....Telephone
501400.....Travel
501500.....Maintenance and repair of buildings
501600.....Maintenance and repair of equipment
502500.....Printing
502600.....Advertising
503200.....Miscellaneous office supplies
503300.....Departmental supplies
504500.....Contractual services
505300.....Dues and subscriptions

CARRBORO CENTURY CENTER
10-70-600-624

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	9,214	80,228	125,403	128,121	97.9%	133,801	8,514	142,315
OPERATIONS	3,049	11,313	14,980	43,383	34.5%	17,181	0	17,181
CAPITAL OUTLAY	0	1,000	0	0	N/A	0	0	0
TOTAL	12,263	92,541	140,383	171,504	81.9%	150,982	8,514	159,496

DETAIL

500200 SALARIES	8,069	52,707	42,696	42,103	101.4%	43,156		43,156
500201 OVERTIME	0	0	0	0	N/A	0		0
500300 PARTTIME SALARIES	0	8,456	33,867	29,700	114.0%	30,095	6,974	37,069
500400 TEMPORARY SERVICE	0	9,390	35,206	38,688	91.0%	43,452		43,452
500500 FICA	536	5,462	8,550	8,453	101.2%	8,928	534	9,461
500600 INSURANCE	53	60	58	2,500	2.3%	2,790		2,790
500700 RETIREMENT	345	2,940	3,752	5,414	69.3%	3,589	1,006	4,595
500701 SUPPL RETIREMENT	211	1,213	1,274	1,263	100.9%	1,791		1,791
500800 TRAINING	10	0	165	1,405	11.7%	1,405		1,405
501100 POSTAGE	50	130	328	850	38.6%	850		850
501200 TELEPHONE	0	0	52	300	17.4%	860		860
501400 TRAVEL	0	22	0	500	0.0%	500		500
501600 M & R EQUIP	0	1,351	1,339	2,000	66.9%	2,000		2,000
501601 M & R BUILDINGS	0	88	1,437	2,750	52.2%	2,230		2,230
502500 PRINTING	20	1,005	112	2,750	4.1%	1,750		1,750
502600 ADVERTISING	0	68	749	300	249.7%	2,021		2,021
503200 OFFICE SUPPLIES	474	1,340	1,172	800	146.5%	800		800
503300 DEPT SUPPLIES	880	1,788	7,137	5,555	128.5%	3,000		3,000
503600 UNIFORMS	0	0	97	300	32.4%	300		300
504500 CONTRACTUAL SVCS	1,225	5,281	1,942	25,408	7.6%	1,000		1,000
505300 DUES/SUBSCRIPTION	390	240	449	465	96.6%	465		465
507400 EQUIPMENT	0	1,000	0	0	N/A		0	0
SUBTOTAL	12,263	92,541	140,383	171,504	81.9%	150,982	8,514	159,496

NON-DEPARTMENTAL

PURPOSE

Non-Departmental appropriations are used to account for items not readily identified with other organizational functions.

NONDEPARTMENTAL - TOTAL

99-00	00-01	01-02	01-02	%	2002-03	2002-03	2002-03
ACTUAL	ACTUAL	YTD	ADOPTED	SPENT	CONT.	APPROVED	ADOPTED
		30-Jun-02	BUDGET	YTD	BUDGET	CHANGES	BUDGET

SUMMARY

PERSONNEL	18,010	8,475	0	233,046	0.0%	191,775	0	191,775
OPERATIONS	442,429	293,538	294,004	265,349	110.8%	105,152	0	105,152
CAPITAL OUTLAY	111,223	1,898	0	0	N/A	0	0	0
TOTAL	571,661	303,911	294,004	498,395	59.0%	296,927	0	296,927

PERFORMANCE MEASURES

N/A

DEPARTMENT: Nondepartmental

DIVISION: Nondepartmental

CODE: 10-660

- Service level benefits – rewarded to employees with longevity
- Pay Plan Adjustments:
- Employer contribution for dependent health insurance;
- Market adjustment for Public Works employees;
- Contingency

PRIOR YEAR APPROVED CHANGES	
MERIT FOR FY2001-02 (2.5%)	\$83,046

NON-DEPARTMENTAL
10-90-660-660

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	18,010	8,475	0	233,046	0.0%	191,775	0	191,775
OPERATIONS	152,380	67,159	1,000	15,100	6.6%	15,000	0	15,000
CAPITAL OUTLAY	111,223	1,898	0	0	N/A	0	0	0
TOTAL	281,612	77,532	1,000	248,146	0.4%	206,775	0	206,775

DETAIL

500202 SERVICE BENEFIT		0	0	30,000	0.0%	30,000		30,000
500203 PAY PLAN		0	0	83,046	0.0%	23,775		23,775
500602 RETIREE INS	15,733	0	0	0	N/A			0
500603 DEPENDENT HLTH INS		0	0	120,000	0.0%	138,000		138,000
500604 UNEMPLOYMENT INS	2,277	8,475	0	0	N/A			0
502101 LEASE PAYMENTS	17,831	30,808	0	0	N/A			0
504500 CONTRACTUAL SVCS	50,329	34,740	1,000	0	N/A			0
504506 HUMAN SERVICES	76,000	0	0	0	N/A			0
504704 BANK SVC CHARGE	7,944	1,402	0	0	N/A			0
505600 CASH OVER/UNDER	-83	150	0	100	0.0%			0
505700 MISCELLANEOUS	358	59	0	0	N/A			0
580000 CONTINGENCY		0	0	15,000	0.0%	15,000		15,000
507400 EQUIPMENT	111,223	1,898	0	0	N/A			0
SUBTOTAL	281,612	77,532	1,000	248,146	0.4%	206,775	0	206,775

NON-DEPARTMENTAL
10-90-660-660

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	18,010	8,475	0	233,046	0.0%	191,775	0	191,775
OPERATIONS	152,380	67,159	1,000	15,100	6.6%	15,000	0	15,000
CAPITAL OUTLAY	111,223	1,898	0	0	N/A	0	0	0
TOTAL	281,612	77,532	1,000	248,146	0.4%	206,775	0	206,775

DETAIL

500202 SERVICE BENEFIT		0	0	30,000	0.0%	30,000		30,000
500203 PAY PLAN		0	0	83,046	0.0%	23,775		23,775
500602 RETIREE INS	15,733	0	0	0	N/A			0
500603 DEPENDENT HLTH INS		0	0	120,000	0.0%	138,000		138,000
500604 UNEMPLOYMENT INS	2,277	8,475	0	0	N/A			0
502101 LEASE PAYMENTS	17,831	30,808	0	0	N/A			0
504500 CONTRACTUAL SVCS	50,329	34,740	1,000	0	N/A			0
504506 HUMAN SERVICES	76,000	0	0	0	N/A			0
504704 BANK SVC CHARGE	7,944	1,402	0	0	N/A			0
505600 CASH OVER/UNDER	-83	150	0	100	0.0%			0
505700 MISCELLANEOUS	358	59	0	0	N/A			0
580000 CONTINGENCY		0	0	15,000	0.0%	15,000		15,000
507400 EQUIPMENT	111,223	1,898	0	0	N/A			0
SUBTOTAL	281,612	77,532	1,000	248,146	0.4%	206,775	0	206,775

DEPARTMENT: Nondepartmental

DIVISION: Transfers

CODE: 10-660-661

-
- Transfer to Capital Reserve Fund: Reserve for Street Resurfacing (\$75,000)
- Transfer to Housing Consortium (HOME) Fund

TRANSFERS
10-90-660-661

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	0	0	0	0	N/A	0	0	0
OPERATIONS	290,049	226,379	293,004	250,249	117.1%	90,152	0	90,152
CAPITAL OUTLAY	0	0	0	0	N/A	0	0	0
TOTAL	290,049	226,379	293,004	250,249	117.1%	90,152	0	90,152

DETAIL

595001	TRANSFER TO REVOLVING LOAN FUND	20,000	20,000	0	10,000	0.0%	0		0
592001	TRANSFER TO CAPITAL RESERVE	180,000	169,000	278,355	227,100	122.6%	75,000		75,000
596001	TRANSFER TO PAYMENT IN LIEU FUND	43,250	0	0	0	N/A	0		0
594001	TRANSFER TO HOME FUND	11,799	12,000	13,149	13,149	100.0%	15,152		15,152
593000	TRANSFER TO CAPITAL PROJ FUND	35,000	25,379	1,500	0	N/A			0
	SUBTOTAL	290,049	226,379	293,004	250,249	117.1%	90,152	0	90,152

DEBT SERVICE

PURPOSE

The Debt Service cost center provides for the retirement of the Town's outstanding indebtedness, accounting for revenues used for the payment of principal and interest associated with bonds and other financing instruments.

DEBT SERVICE - DEPARTMENTAL TOTAL

99-00	00-01	01-02	01-02	%	2002-03	2002-03	2002-03
ACTUAL	ACTUAL	YTD	ADOPTED	SPENT	CONT.	APPROVED	ADOPTED
		30-Jun-02	BUDGET	YTD	BUDGET	CHANGES	BUDGET

SUMMARY

PERSONNEL	0	0	0	0	N/A	0	0	0
OPERATIONS	0	509,590	533,997	579,004	92.2%	580,877	0	580,877
CAPITAL OUTLAY	0	0	0	0	N/A	0	0	0
TOTAL	0	509,590	533,997	579,004	92.2%	580,877	0	580,877

PERFORMANCE MEASURES

N/A

DEPARTMENT: Debt Service

DIVISION: Debt Service

CODE: 10-662

General obligation debt outstanding as of June 30, 2002 includes:

- Taxable refunding for Fire and Recreation Improvements, due serially to 2009;
- 1984 Street and Bikeways, due serially to 2005;
- 1990 Street and Bikeways, due serially to 2010;
- Debt service for Town Hall facade improvements and renovations to the Community Center;
- Lease-purchase installment debt for Hillsborough Road Park (\$274,000 purchase @ 5.89% interest rate; 15 years; level principal)
- Lease-purchase installment debt for land for future Public Works facility; (\$767,000 purchase @ 3.96% interest rate; 15 years; level principal)

PRIOR YEAR APPROVED CHANGES	
DEBT SERVICE FOR LAND BANK FOR TOWN'S CIP NEEDS	\$40,000

See discussions on debt in the Executive Summary and in Five-Year Plan sections of document.

DEBT SERVICE
10-91-662-662

99-00 ACTUAL	00-01 ACTUAL	01-02 YTD 30-Jun-02	01-02 ADOPTED BUDGET	% SPENT YTD	2002-03 CONT. BUDGET	2002-03 APPROVED CHANGES	2002-03 ADOPTED BUDGET
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SUMMARY

PERSONNEL	0	0	0	N/A	0	0	0
OPERATIONS	0	509,590	533,997	579,004	92.2%	580,877	580,877
CAPITAL OUTLAY	0	0	0	N/A	0	0	0
TOTAL	0	509,590	533,997	579,004	92.2%	580,877	580,877

DETAIL

502101	LEASE PAYMENT - CENTURY CENTER FURNISHINGS	0	0	30,808	30,808	100.0%	30,808	30,808
504500	CONTRACTED SERVICES	0	744	744	5,750	12.9%	6,065	6,065
571000	FIRE&RECREATION PRINCIPAL	0	43,000	47,000	47,000	100.0%	52,000	52,000
571001	84 STREETS BOND PRINCIPAL	0	60,000	60,000	60,000	100.0%	60,000	60,000
571002	90 STREETS BOND PRINCIPAL	0	25,000	25,000	25,000	100.0%	25,000	25,000
571003	COMMUNITY CTR PRINCIPAL	0	100,438	106,027	106,027	100.0%	111,928	111,928
571004	HILLSBOROUGH RD PARK - PRINCIPAL	0	18,859	12,082	12,082	100.0%	12,815	12,815
571005	PUBLIC WORKS LAND - PRINCIPAL	0	0	0	0	N/A	25,567	25,567
572000	FIRE&RECREATION INTEREST	0	60,962	56,511	56,511	100.0%	51,647	51,647
572001	84 STREETS BOND INTEREST	0	19,600	15,400	15,400	100.0%	11,200	11,200
572002	90 STREETS BOND INTEREST	0	17,500	15,750	15,750	100.0%	14,000	14,000
572003	COMMUNITY CTR INTEREST	0	155,186	149,596	149,596	100.0%	143,695	143,695
572004	HILLSBOROUGH RD PARK - INTEREST	0	8,302	15,079	15,080	100.0%	14,346	14,346
572005	PUBLIC WORKS LAND - INTEREST	0	0	0	0	N/A	17,971	17,971
505700	MISC	0	0	0	40,000	0.0%	3,835	3,835
	SUBTOTAL	0	509,590	533,997	579,004	92.2%	580,877	580,877

SPECIAL REVENUE FUNDS

The Special Revenue Funds account for specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specific purposes. The Town maintains four Special Revenue Funds within the governmental fund types as follows:

Home Program Grant Match Fund - The Carrboro Board of Aldermen, as a member of the Orange County HOME Consortium, approves project activities for the HOME program on an annual basis. As part of this process, the Board also provides a local match to Orange County to administer and fund the program projects. Given that the annual subsidy is designed to support capital improvements that may span more than one year, the funds are set-aside in a multi-year fund, called the HOME Fund.

Revolving Loan Fund - The Revolving Loan Fund is used to encourage economic and community development in Carrboro by offering loans to new businesses, encouraging businesses to locate in Carrboro. Annually, the fund is updated (following the audit) to reflect estimated annual interest and principal payments on loans from the various businesses.

Capital Reserve Funds - By law, capital reserve funds are designed to enable public municipalities to set aside funds for any purposes for which it may issue bonds. Amounts that accumulate in this fund cannot be withdrawn without board approval. Upon board approval, funds are transferred from the reserve fund to another fund, typically the General Fund or Capital Projects Fund, for direct expenditure. Currently the Town has two reserve funds – ***Capital Reserve Fund and Recreation Payment-in-Lieu Capital Reserve Fund***

Special Revenue Funds

SPECIAL REVENUE FUNDS, SUMMARY

REVENUE

	1999-00 ACTUAL	2000-01 ACTUAL	2001-02 YTD 6/30/2002	2001-02 ADOPTED BUDGET	% SPENT YTD	2002-03 ADOPTED BUDGET
BEGINNING FUND BALANCE	\$ 1,034,915	\$ 939,222	\$ 1,135,298	N/A	N/A	N/A
TRANSFERS	\$ 211,799	\$ 208,276	\$ 291,504	\$ 141,448	206.09%	\$ 105,152
INTEREST EARNINGS	\$ 79,098	\$ 81,456	\$ 71,480	\$ 392,445	18.21%	\$ 429,710
OTHER	\$ 104,248	\$ 75,237	\$ 55,346	\$ 494,972	11.18%	\$ 490,479
FUND BAL APPROP	\$ -	\$ -	\$ -	\$ 81,500	0.00%	\$ 197,023
TOTAL REVENUE	395,145	364,969	418,330	1,110,365	37.67%	1,222,364

EXPENDITURE

	1999-00 ACTUAL	2000-01 ACTUAL	2001-02 YTD 6/30/2002	2001-02 ADOPTED BUDGET	% SPENT YTD	2002-03 ADOPTED BUDGET
COMMUNITY DEVELOPMENT	11,580	34,505	-	61,448	0.00%	15,152
GENERAL GOVERNMENT	-	5,884	529	7,674	6.90%	13,274
OTHER APPROPRIATIONS	89,152	48,000	90,326	632,826	14.27%	573,326
TRANSFERS TO OTHER FUNDS	390,106	80,504	154,000	185,500	83.02%	301,023
RESERVES	-	-	-	222,917	0.00%	319,589
TOTAL EXPENDITURES	490,838	168,893	244,855	1,110,365	22.05%	1,222,364
ENDING FUND BALANCE	\$939,222	\$1,135,298	\$1,308,772	N/A	N/A	N/A

HOME PROGRAM FUND

Grant projects are approved via a balanced project ordinance as required by the North Carolina General Statutes (GS 159-13.2) whereby the Town budgets for the life of the grant.

The Town contributes an amount annually to Orange County to administer the HOME program (12% of total local match contributed by all involved municipalities). In 1990, Congress enacted the HOME Investment Partnerships Act, better known as the HOME Program, in an effort to provide a new approach to housing assistance at the federal level. This federal housing block grant affords state and local governments the flexibility to find a wide range of housing activities through creative and unique housing partnerships among states and localities, private industry, and nonprofit organizations.

In order to receive future HOME Program funds, each housing activity must fall in line with the following goals of the HOME Program:

1. To expand the supply of decent, safe, sanitary and affordable housing, with emphasis on rental housing, for very low- and low-income citizens;
2. To strengthen the abilities of state and local governments to design and implement strategies for achieving adequate supplies of decent affordable housing; and
3. To encourage public, private and nonprofit partnerships in addressing housing needs.

Eligible activities for HOME Program funding include (from the Federal Regulations):

- Acquisition of property (including assistance to homebuyers)
- New construction, reconstruction, and conversions
- Moderate rehabilitation of non-luxury housing with suitable amenities
- Tenant-based rental assistance
- Relocation of displaced persons, families, businesses, or organizations
- Site improvements, acquisition of vacant land and demolition (under special conditions)
- Project soft costs
- Administration / planning
- Operating expenses for community housing development organization

Special Revenue Funds

HOME FUND

REVENUE

	1999-00 ACTUAL	2000-01 ACTUAL	2001-02 YTD 6/30/2002	2001-02 ADOPTED BUDGET	% SPENT YTD	2002-03 ADOPTED BUDGET
BEGINNING FUND BALANCE	\$ 24,500	\$ 24,719	\$ 2,214	N/A	N/A	N/A
TRANSFERS	\$ 11,799	\$ 12,000	\$ 13,149	\$ 61,448	21.4%	\$ 15,152
SUBTOTAL	\$ 11,799	\$ 12,000	\$ 13,149	\$ 61,448	21.4%	\$ 15,152

EXPENDITURE

COMMUNITY DEVELOPMENT

SUBTOTAL

	1999-00 ACTUAL	2000-01 ACTUAL	2001-02 YTD 6/30/2002	2001-02 ADOPTED BUDGET	% SPENT YTD	2002-03 ADOPTED BUDGET
	11,580	34,505	-	61,448	0.0%	15,152
SUBTOTAL	11,580	34,505	-	61,448	0.0%	15,152

ENDING FUND BALANCE

\$24,719	\$2,214	\$15,363	N/A	N/A	N/A
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REVOLVING LOAN FUND

The Revolving Loan Fund sustains itself with the interest earned on loans provided to businesses. With this interest, a reserve is created that enables the Town to continue loaning funds to businesses. When a loan is made, the Board amends the Revolving Loan Fund to acknowledge the loan of funds and decrease the available reserves to reflect the outflow of cash. The Fund is updated annually to reflect total interest and principal repayments that will accrue to the Town for that year. As loans are paid off, the Town closes the loans and removes them from financial records.

The Revolving Loan Fund contains the following active loans to businesses:

Loan	Amount Borrowed	Date of Original Loan
The Printery	\$30,000	1992
Piedmont Health	\$50,000	1993
Carrburritos	\$50,000	1996
Uncommon Properties	\$50,000	1997
Acme Food	\$50,000	1997
Huntington's (Milltown Bistro)	\$50,000	1998
S&B Beauty	\$30,000	1999
El Chilango	\$50,000	1999
Paper, Pen, & Ink	\$35,000	2000
Alphabet Soup	\$48,000	2001
Chicken Noodle Soup	\$15,000	2001
Orange County Social Club	\$30,000	2001
PlacesMedia, Inc.	\$50,000	2002

Special Revenue Funds

REVOLVING LOAN FUND

REVENUE

	1999-00 ACTUAL	2000-01 ACTUAL	2001-02 YTD 6/30/2002	2001-02 ADOPTED BUDGET	% SPENT YTD	2002-03 ADOPTED BUDGET
BEGINNING FUND BALANCE	236,133	254,262	312,723	N/A	N/A	N/A
INTEREST EARNINGS	44,265	31,108	52,268	392,445	13.3%	429,710
OTHER (PRINCIPAL REPAYMENTS)	49,122	75,237	55,346	494,972	11.2%	490,479
TRANSFER FROM GEN FUND	20,000	6,000	-	80,000	0.0%	90,000
SUBTOTAL	113,387	112,345	107,614	967,417	11.1%	1,010,189

EXPENDITURE

**GENERAL GOVERNMENT
OTHER APPROPRIATIONS
TRANSFER TO GENERAL FUND
RESERVES
SUBTOTAL**

	1999-00 ACTUAL	2000-01 ACTUAL	2001-02 YTD 6/30/2002	2001-02 ADOPTED BUDGET	% SPENT YTD	2002-03 ADOPTED BUDGET
GENERAL GOVERNMENT	-	5,884	529	7,674	6.9%	13,274
OTHER APPROPRIATIONS	89,152	48,000	90,326	632,826	14.3%	573,326
TRANSFER TO GENERAL FUND	6,106	-	-	104,000	0.0%	104,000
RESERVES				222,917	0.0%	319,589
SUBTOTAL	95,258	53,884	90,855	967,417	9.4%	1,010,189

ENDING FUND BALANCE

	\$254,262	\$312,723	\$329,482	N/A	N/A	N/A
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CAPITAL RESERVE FUND

By North Carolina General Statutes (GS159-18), local governments may establish and maintain a capital reserve fund for any purposes for which it may issue bonds. A capital reserve fund is established via an ordinance of the board, where funds are accumulated for each purpose. The Town has set aside funds for specific purposes as identified in the chart on the financial page. Below is a description of each project with a reserve account.

OWASA Subsidy – *In the 1980's, the General Assembly authorized two additional half-percent sales taxes with the requirement that municipalities use part of the revenue for water and sewer purposes over a ten-year period. The legislature also provided in the sales tax law that the NC Local Government Commission could exempt a city from this requirement if its water and sewer needs could be met. The Town, by virtue of OWASA's ownership and operation of the water and sewer utilities, requested and received exemptions for ten years. The Town of Carrboro committed to establishing a total reserve of \$120,000 over a six-year period to subsidize the connection of existing houses to public sewer. With this commitment the Town was able to receive its last needed exemption on the sales tax. Each year the Town places in reserve \$20,000 for this purpose until the reserve reaches \$120,000. Currently, the Town is scheduled to complete its funding obligations in FY203-04.*

Hillsborough Road Park – Sewer Tap On – *This connection to the OWASA sewer system will be needed prior to development of the park.*

Bikeways – *Funds are set aside for future bikeway projects.*

Sidewalks – *Funds set aside for sidewalks*

Old Fayetteville Road – Curb 'n Gutter – *As agreed in memorandum of understanding with NCDOT, the Town will fund curb n' gutter costs associated with this street widening.*

Old Fayetteville/Jones Ferry Road Sidewalk – *This represents a shared funding agreement with the NC Department of Transportation*

S. Greensboro Sidewalk - *This represents a shared funding agreement with the NC Department of Transportation and has been completed.*

Midway Parking Lot – *This project with Chapel Hill is now complete. Remaining funds are transferred in recommended to upgrade parking lots along Main Street.*

Main St. Parking Lot Upgrades – *The Town has opportunity to upgrade several downtown properties for use as a parking lot. This upgrade and leasing of the land for downtown parking is recommended in the FY02-03 budget.*

Streets – *The Town sets aside reserves annually for street resurfacing, repairs and for miscellaneous storm drainage problem, and other public works construction projects.*

Brewer Lane Signal Crossings – *The Town has been advised to setup signal crossings on Brewer Lane. The project is on hold until action by the NCDOT.*

Debt Service- *funds set aside for future debt related to the Town's Capital Plan*

Miscellaneous Capital Projects – *for appraisals or services associated with capital project initiatives.*

Undesignated – *Reserves generated by interest earnings within the fund that are not currently designated by the Board.*

Special Revenue Funds

CAPITAL RESERVE FUND
REVENUE

	1999-00 ACTUAL	2000-01 ACTUAL	2001-02 YTD 6/30/2002	2001-02 ADOPTED BUDGET	% SPENT YTD	2002-03 ADOPTED BUDGET
BEGINNING FUND BALANCE	454,411	577,364	746,768	N/A	N/A	N/A
INTEREST EARNINGS	21,703	44,393	17,863	-	N/A	-
TRANSFERS INTO CAPITAL RESERVE	180,000	190,276	278,355		N/A	-
FUND BAL APPROP	-	-	-	40,000	0	197,023
SUBTOTAL	201,703	234,669	296,218	40,000	740.5%	197,023

EXPENDITURE

	1999-00 ACTUAL	2000-01 ACTUAL	2001-02 YTD 6/30/2002	2001-02 ADOPTED BUDGET	% SPENT YTD	2002-03 ADOPTED BUDGET
TRANSFERS TO OTHER FUNDS	78,750	65,265	154,000	40,000	385.0%	197,023
	78,750	65,265	154,000	40,000	385.0%	197,023
ENDING FUND BALANCE	\$577,364	\$746,768	\$888,986	N/A	N/A	N/A

RESERVES AVL FOR:	6/30/2000	6/30/2001	6/30/2002	7/1/2002	6/30/2003
OWASA SUBSIDY	\$99,000	\$98,000	\$95,000	\$95,000	\$95,000
HILLSBOROUGH PARK SEWER TAP ON	\$0	\$20,000	\$20,000	\$20,000	\$20,000
BIKEWAYS	\$40,766	\$40,766	\$40,766	\$40,766	\$40,766
SIDEWALKS, GENERAL	\$60,806	\$12,544	\$37,544	\$37,544	\$37,544
OLD FAYETTEVILLE RD, CURB N GUTTER	\$0	\$0	\$32,000	\$32,000	\$32,000
OLD FAYETTEVILLE/JONES FERRY ROAD SIDEWALK	\$0	\$18,259	\$18,259	\$18,259	\$18,259
SOUTH GREENSBORO SIDEWALK	\$0	\$2,147	\$2,147	\$2,147	\$2,147
BREWER LANE SIGNAL CROSSINGS	\$0	\$0	\$9,000	\$9,000	\$9,000
MIDWAY PARKING LOT	\$10,000	\$8,387	\$8,387	\$0	\$0
MAIN ST. PARKING LOT*	\$0	\$0	\$0	\$16,650	\$0
STREETS*	\$354,842	\$479,046	\$438,410	\$513,410	\$380,410
MAPPING SVCS	\$10,000	\$0	\$0	\$0	\$0
DEBT SERVICE	\$0	\$0	\$146,991	\$146,991	\$99,618
MISC CAPITAL PROJECTS	\$0	\$21,276	\$21,276	\$21,276	\$21,276
UNDESIGNATED	\$1,950	\$46,342	\$19,205	\$10,942	\$10,942
TOTAL RESERVES	\$577,364	\$746,768	\$888,985	\$963,985	\$766,962

*ADOPTED BUDGET TRANSFERS \$16,650 FOR MAIN ST. PARKING LOT UPGRADES,
\$90,000 FOR STORMWATER REPAIRS ON OLEANDER/LILAC DRIVE ; \$43,000 FOR ABERDEEN CT
AND \$47,373 FOR DEBT SERVICE FOR PUBLIC WORKS FACILITY

PAYMENT IN LIEU RESERVE FUND

By North Carolina General Statutes (GS159-18), local governments may establish and maintain a capital reserve fund for any purposes for which it may issue bonds. A capital reserve fund is established via an ordinance of the board, where funds are accumulated for each purpose.

The Payment-in-Lieu Reserve Fund was established in 1985. Developers whose residential developments are required to provide on-site active recreational areas and open space areas may choose to make a payment-in-lieu of providing such facilities with Town approval.

These funds are held in reserve for one of four geographically defined quadrants of the town (where the residential development is located) for use in acquisition and development of recreational facilities, present or future. A requisite of the payment use is that the improvement be reasonably expected to serve the subdivision from which the payment was made.

To date, the payment-in-lieu fund has supported two major recreational efforts. Within the Central quadrant, the Town has used payment-in-lieu funds to purchase land on Hillsborough Road for a neighborhood park. Funds in the North quadrant subsidized the cost of designing soccer fields at the Smith Middle School – a collaborative intergovernmental effort with the Chapel Hill-Carrboro School System.

The project budget for these projects is located in the Capital Projects Fund.

Special Revenue Funds

PAYMENT IN LIEU RESERVE FUND

<i>REVENUE</i>	1999-00 ACTUAL	2000-01 ACTUAL	2001-02 YTD 6/30/2002	2001-02 ADOPTED BUDGET	% SPENT YTD	2002-03 ADOPTED BUDGET
BEGINNING FUND BALANCE	319,871	82,877	73,593	N/A	N/A	N/A
INTEREST EARNED	13,130	5,955	1,349	-	N/A	0
TRANSFERS	-			-	N/A	0
OTHER	55,126			-	N/A	0
FUND BAL APPROP	-			41,500	0.0%	0
SUBTOTAL	68,256	5,955	1,349	41,500	3.3%	-

EXPENDITURE

	1999-00 ACTUAL	2000-01 ACTUAL	2001-02 YTD 6/30/2002	2001-02 ADOPTED BUDGET	% SPENT YTD	2002-03 ADOPTED BUDGET
TRANSFERS	305,250	15,239	-	41,500	0.0%	0
UNEXPENDED RESERVES		-	41,500	-	N/A	0
SUBTOTAL	305,250	15,239	41,500	41,500	100.0%	-
ENDING FUND BALANCE	\$82,877	\$73,593	\$33,442	N/A	N/A	N/A

RESERVES AVL FOR:	6/30/2000	6/30/2001	6/30/2002	6/30/2003
SIDEWALK: HARLAN GROUP	\$3,062	3,062.00	\$3,062	\$3,062
SIDEWALK: WILSON PARK DEV	\$5,180	5,180.00	\$5,180	\$5,180
SOUTH SECTOR	\$16,530	\$16,530	\$16,530	\$16,530
CENTRAL SECTOR	\$1,300	\$1,300	\$1,300	\$1,300
DOWNTOWN- UNDESIGNATED	\$15,239	\$0	\$0	\$0
NORTH SECTOR	\$28,866	\$28,866	\$0	\$0
UNRESERVED	\$12,700	\$18,655	\$7,370	\$7,370
TOTAL RESERVES	\$82,877	\$73,593	\$33,442	\$33,442

CAPITAL PROJECTS FUND

The Town maintains one capital projects fund to track all capital projects. Capital projects are projects financed in whole or in part by the proceeds of bonds or notes or debt instruments or a project involving the construction or acquisition of a capital asset.

Capital projects are approved via a balanced project ordinance as required by the North Carolina General Statutes (GS 159-13.2) whereby the Town budgets for the life of the capital project. A project ordinance is balanced when revenues estimated to be available for the project equal appropriations for the project.

Projects that show a zero balance are no longer active and have been completed. They are removed from the general ledger upon completion.

Current Active Projects Include:

Smith Middle School Project – The Town has engaged in a collaborative effort with the Chapel Hill-Carrboro School System to develop athletic fields for community use.

Hillsborough Road Widening – The Town entered into a municipal agreement with the North Carolina Department of Transportation to add sidewalks in addition to widening Hillsborough Road. The capital budget reflects the Town's 20% local match required to add sidewalks.

Roberson Place Bike path – Land for a future bike path through Roberson Place subdivision was purchased.

Town Commons – A bandstand was constructed. Currently, funds are set aside to install a sprinkler system in the town commons areas.

Hillsborough Road Park – Planning for the park design is underway.

Capital Projects Fund

CAPITAL PROJECTS FUND

REVENUE

	1999-00 ACTUAL	2000-01 ACTUAL	2001-02 YTD 6/30/2002	2001-02 ADOPTED BUDGET	% SPENT YTD	2002-03 ADOPTED BUDGET
INTEREST EARNED	327,246	372,934	380,189	320,900	118.5%	47,713
LEASE PROCEEDS	3,354,000	3,494,000	3,494,000	3,504,232	99.7%	1,041,000
TRANSFERS	980,447	1,030,724	1,151,724	1,073,724	107.3%	574,606
STATE-SHARED REVENUE	236,000	236,000	255,756	236,000	108.4%	236,000
MISCELLANEOUS	93,534	113,572	118,890	140,126	84.8%	65,865
FUND BALANCE APPROPRIATED				0		0
SUBTOTAL	4,991,227	5,247,230	5,400,558	5,274,982	102.4%	1,965,184

EXPENDITURES

	1999-00 ACTUAL	2000-01 ACTUAL	2001-02 YTD 6/30/2002	2001-02 ADOPTED BUDGET	% SPENT YTD	2002-03 ADOPTED BUDGET
CENTURY CENTER	2,946,388	3,760,874	3,816,986	3,906,413	97.7%	0
TOWN HALL PARAPET WALL	228,385	228,385	228,385	228,385	100.0%	0
SMITH MIDDLE SCHOOL	-	-	-	116,500	0.0%	116,500
HILLSBOROUGH ROAD PARK	552,700	575,792	575,792	596,250	96.6%	596,250
LAND - PUBLIC WORKS	-	-	7,750	-	N/A	767,000
FIRE CAMERA	20,089	20,089	20,089	20,000	100.4%	0
HILLSBOROUGH RD WIDENING	-	-	-	27,856	0.0%	27,856
STREET RESURFACING	-	-	-	-	N/A	78,000
ROBERSON PLACE BIKEPATH	28,120	28,120	28,120	30,000	93.7%	30,000
TOWN COMMONS	293,941	333,488	334,338	349,578	95.6%	349,578
SUBTOTAL	4,069,623	4,946,748	5,011,460	5,274,982	95.0%	1,965,184

ENDING FUND BALANCE	921,604	300,482	389,098	-	0	-
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The projections contained in the plan are our best estimates based upon current information and the assumptions outlined within this section. This plan is based on the Adopted Budget for 2002-03. The five-year plan is designed to show the tax rate impact of town services over the long-term if growth continues at the current rates assumed in the model.

The five-year plan model, as requested by the Board of Aldermen, has been slightly modified for FY02-03 to provide information about underlying trends in the Town's fiscal position and budgetary trends. The modified five-year plan adds data on debt and debt ratios, revamps the categories of expenditures and revenues monitored in the plan, and includes narrative that identifies a proactive plan of action for addressing trends revealed in the five-year plan.

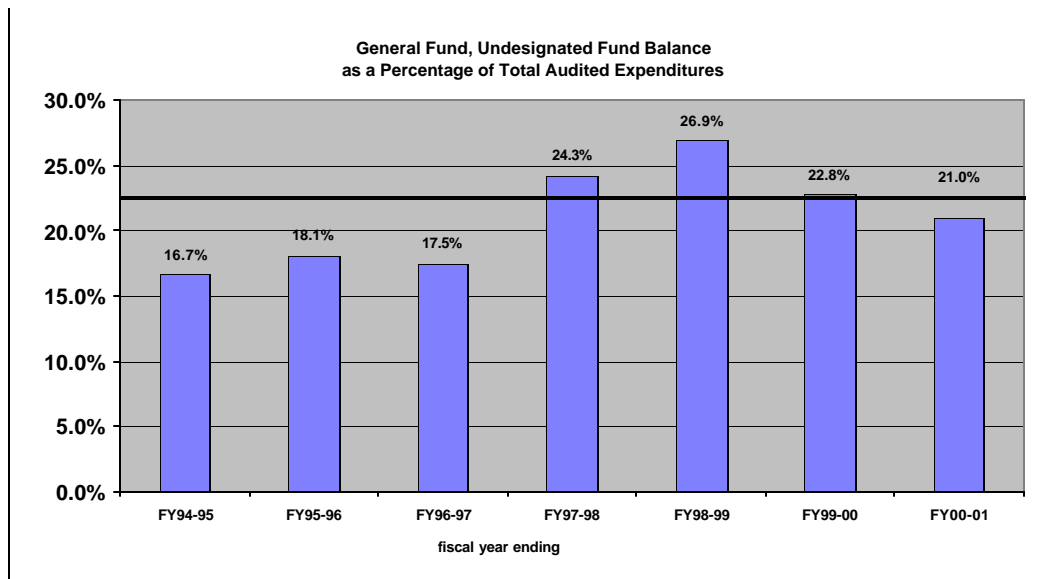
The model no longer assumes adding positions unless the positions are related to anticipated capital improvements, such as the northern fire substation. Instead, a new category, called "supplemental support" is added that refers to additional funding for new initiatives, Board priorities, and other new funding. This shift in the format recognizes the Board's role in ascertaining additional resources needed for addressing community needs.

The model is built with three fund balance objectives in mind: (1) decreasing the level at which undesignated fund balance is maintained to a minimum of 19% versus the historical goal of twenty-two and one-half percent (22.5%) of budgeted expenditures; (2) appropriating three percent (3%) of budget from General Fund balance; and (3) earmarking funds exceeding the 22.5% undesignated fund balance level for capital projects or financing.

The FY00-01 audit shows a 21% undesignated fund balance, slightly higher than projected. It is estimated that the undesignated fund balance will remain at 21% by the end of FY2001-02.

Looking into the future years, returning to fund

balance levels of 22.5% will not be achieved when considering the state's actions of freezing local government revenue and without pursuing a higher tax rate than projected. When using the assumptions in the five-year plan, the Town's tax rate is projected to increase a total of 17.3 cents over the next five years, with the largest increases occurring in FY2003-04 (5 cents) and in FY2004-05 (7 cents). This assumes no increase in tax base through involuntary annexations.



The tax rate increase in FY2002-03 is primarily the result of the freeze in state-shared revenues imposed on the Town in the current fiscal year that extends into the future. The Governor of North Carolina, in an effort to balance the state budget, may freeze what equates to \$772,075 in local entitlement revenue. In addition, the Town, due to the mid-year freezes on state revenues and a sluggish economy in FY01-02 (current fiscal year) has less cash reserves available for appropriation. This loss of flexibility equates to a decrease of \$85,000 in fund balance appropriated for the adopted budget. These significant losses are mitigated somewhat by growth in various revenues, including the property tax base, but are largely recouped by the approved increase in property tax and significant reductions in capital investments.

The other significant tax increases occur over the following two years when the Town faces its peak debt load (should the Board consider doing all purchases envisioned in the capital improvements plan). This includes investing in a land bank for future facilities and issuing debt to construct a new fire station in the northern transition area. The tax rate increase in FY2004-05 also realizes the operational costs associated with the fire substation and a slowdown in the growth of the tax base as the Town reaches its build out capacity. *Assumptions about specific revenue and expenditure streams in the five- year model are identified on the following pages.*

Personnel services represent the largest component of the Town's general fund budget. Consequently, the five-year plan and the size of the gap between revenues and expenditures are heavily dependent upon assumptions regarding employee salaries and related expenses. For FY02-03, the pay plan adjustments are limited to funding for increased health insurance costs and a market adjustment for employees in the Public Works Department. For future years, the assumptions within the plan assume funding of a 2.5% Cost-of-Living Adjustment, increased health premium costs, position reclassifications, and implementation of a single-tiered 2.5% merit program each year.

Thus, the FY02-03 budget is focused on affording capital needs and services most important to the Town and to residents including: completion of vehicle purchases for the Police Department to enable every police officer to drive a vehicle to work from home; continued funding for Fare Free Transit; maintenance of the Town's street resurfacing and storm drainage repair program at reduced levels; and replacement schedule for desktop computers (six-year life cycle) throughout the town. In addition, the budget, through use of reserves set aside in previous years, affords the debt payment required for future facilities as identified in the Town's CIP. Funding for supplemental support, a new category presented in the five-year plan, represents new initiatives such as upgrades to downtown properties for parking and the purchase of storage units for supplies used by Public Works. Supplemental funding totals \$45,664, an amount that is the equivalent of less than one-half cent on the tax rate.

The five-year plan generally shows expenditure increases at rates that mirror historical trends and commitments of the Town for specific policy or capital initiatives. However, it suggested that the Town review the Capital Improvement Program in light of the Orange County Bond referendum and to assess any updates needed within the plan.

Revenues, on the other hand, are slated to grow at rates of less than 3%, a much lower rate of growth than enjoyed in previous years. Due to state actions, most of the state-shared revenues are frozen and thus not considered in the five-year plan. Fund balance is used to balance the budget and to minimize tax increases. Budgets are balanced with the goal of maintaining the undesignated fund balance at a minimum of 19%. As

mentioned earlier, the Town will not achieve the desired 22.5% undesignated fund balance over the next five years unless additional tax increases are considered.

At this time, the state legislature has not voted to take action on protecting or replacing state-collected local revenues for the current fiscal year. Thus, the Five-Year Plan only assumes the standing proposal from the previous year where the state legislature voted to sunset a one-half cent state sales tax and allow counties to vote on using this one-half cent local sales tax option for local government purposes as a means of replacing reimbursements withheld by the state.

PROJECTED EXPENDITURES

	1999-2000	2000-2001	2001-2002	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007
GENERAL FUND	Actual	Actual	Unaudited Actual	Adopted Budget	Projected			
SALARY/WAGES	4,109,372	4,474,127	4,966,716	5,125,464	5,384,941	5,657,553	5,943,967	6,244,880
OVERTIME, PT & TEMP SALARIES	264,804	370,727	375,764	412,194	432,804	454,444	477,166	501,024
FRINGE BENEFITS	982,750	1,148,493	1,292,969	1,472,850	1,482,254	1,593,548	1,716,110	1,851,359
TOTAL PERSONAL SVCS	5,356,926	5,993,347	6,635,448	7,010,508	7,299,999	7,705,545	8,137,243	8,597,264

GEN OPERATING COSTS	1,718,010	1,979,798	2,054,680	2,248,213	2,315,657	2,385,127	2,456,681	2,530,381
COMPUTERS & PERHIPERALS	NA	NA	92,234	95,234	TBA	TBA	TBA	TBA
AFFORDABLE HOUSING	46,799	50,000	31,149	33,152	34,147	35,171	36,226	37,313
GOV'NANCE SUPPORT	79,200	83,761	98,735	69,756	71,849	74,004	76,224	78,511
LANDFILL FEES	342,956	334,463	349,973	360,000	390,100	421,401	471,701	489,501
TRANSPORTATION COSTS*	449,901	576,728	702,753	730,740	803,814	884,195	972,615	1,069,876
HUMAN SERVICES	75,000	80,000	99,561	100,000	108,914	111,092	113,314	115,580
TRANSFERS TO OTHER FUNDS, MISC.	108,250	20,000	0	0	44,000	0	0	0
OPERATING COSTS	2,820,116	3,124,749	3,429,085	3,637,095	3,768,480	3,910,991	4,126,761	4,321,163

STREET RESURFACING AND CONSTRUCTION RESERVES	150,000	218,474	103,992	208,000	150,000	150,000	150,000	150,000
COMPUTERS & PERHIPERALS	NA	NA	78,169	28,050	TBA	TBA	TBA	TBA
SIDEWALKS	0	0	0	0	0	0	0	0
EQUIPMENT & VEHICLES	866,462	868,360	357,484	323,044	748,249	963,591	742,910	673,717
CAPITAL INVESTMENTS	1,016,462	1,086,834	539,645	559,094	898,249	1,113,591	892,910	823,717

N. AREA FIRE STATION	0	0	0	0	0	318,531	630,277	661,791
CIP PROJECTS (OPERATING IMPACT)	0	0	0	0	0	318,531	630,277	661,791

LEASE-PURCHASE PAYMENTS	476,133	584,102	671,643	614,913	648,511	863,673	670,443	601,250
DEBT SERVICE*	499,260	509,590	569,196	550,069	787,675	819,628	764,062	750,647
DEBT PAYMENTS	975,393	1,093,692	1,240,839	1,164,982	1,436,186	1,683,301	1,434,505	1,351,897

SUPPLEMENTAL SUPPORT			0	45,664	108,914	111,092	113,314	115,580
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GENERAL FUND TOTAL	10,168,898	11,298,623	11,845,017	12,417,343	13,511,828	14,843,050	15,335,010	15,871,412
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*Prior to FY2000-01, these costs were budgeted as separate funds

PROJECTED REVENUES

	1999-2000	2000-2001	2001-2002	2002-2003	2003-2004	2004-2005	2005-2006	2006-2007
	Actual	Actual	Unaudited Actual	Adopted Budget	Projected			
ESTIMATED VALUE PER ONE CENT LEVY	75,458	80,005	101,834	105,386	108,914	111,092	113,314	115,580
REQUIRED RATE PER \$100 VALUATION	67.5	71.2	65.68	68.52	73.60	80.50	82.00	83.00
GENERAL FUND								
AD VALOREM TAXES	5,318,857	5,877,758	6,837,253	7,315,005	8,113,593	9,044,173	9,396,869	9,702,301
FEES AND PERMITS	786,256	851,398	944,127	881,937	926,034	972,336	1,020,952	1,072,000
FIRE DISTRICT FEES	280,441	303,639	302,685	309,175	318,450	328,004	337,844	347,979
MISC. RECEIPTS	186,957	233,305	173,100	160,103	168,108	176,514	185,339	194,606
INTEREST EARNINGS	141,404	184,459	77,047	80,000	80,000	80,000	80,000	80,000
LOCAL SALES TAX	1,992,311	2,108,683	2,104,993	2,074,750	2,157,740	2,244,050	2,333,812	2,427,164
SALES TAX, IN LIEU OF STATE REIMB	NA	NA	NA	NA	219,206	225,782	232,555	239,532
INVENTORY CREDIT	55,268	56,316	27,875	0	0	0	0	0
FOOD STAMPS	7,645	0	3,930	0	0	0	0	0
INTANGIBLES TAX	183,744	189,704	187,400	0	0	0	0	0
TELECOMMUNICATIONS TAX	0	0	28,969	0	0	0	0	
NATURAL PIPED GAS	0	48,823	12,274	0	0	0	0	
UTILITY FRANCHISE TAXES	444,243	405,660	98,893	0	0	0	0	0
BEER AND WINE TAX	66,618	69,753	0	0	0	0	0	0
POWELL BILL	434,246	462,427	478,240	478,240	502,152	527,260	553,623	581,304
GRANTS, ETC...	96,577	111,433	153,879	54,445	20,061	20,663	21,283	21,922
TRANSIT REVENUE	0	163,283	0	30,480	45,150	47,408	49,778	52,267
LEASE PURCHASE PROCEEDS	458,696	700,434	349,550	298,187	648,249	863,591	642,910	573,717
OTHER TRANSFERS	0	81,573	79,190	240,023	31,888	0	0	0
FUND BAL APPROP **	0	0	0	494,998	281,197	313,272	480,045	578,621
GENERAL FUND TOTAL	10,453,265	11,848,649	11,859,407	12,417,343	13,511,828	14,843,050	15,335,010	15,871,412

FUND BALANCE APPROP

AS % OF TOTAL REVENUE	N/A	N/A	N/A	3.99%	2.08%	2.11%	3.13%	3.65%
PROJECTED UNDESIGNATED FUND BALANCE 6/30/XX	2,023,360	2,326,017	2,421,721	2,366,271	2,556,573	2,874,677	2,936,759	3,059,926
FUND BALANCE AS % PROJECTED EXPENDITURES	22.80%	21.00%	20.96%	19.06%	18.92%	19.37%	19.15%	19.28%

OUTSTANDING DEBT

GO BOND	\$ 1,119,000	\$ 991,000	\$ 859,000	\$ 722,000	\$ 579,000	\$ 451,000	\$ 356,000	\$ 254,000
CAPITAL LEASE (PROJECTED)	\$ 787,164	\$ 1,081,002	\$ 949,533	\$ 689,998	\$ 919,893	\$ 1,200,000	\$ 1,200,000	\$ 1,200,000
INSTALLMENT PURCHASE	\$ 2,946,608	\$ 3,006,169	\$ 2,888,060	\$ 3,504,750	\$ 3,321,866	\$ 3,131,582	\$ 2,933,481	\$ 2,750,674
FUTURE DEBT: LAND BANK	NA	NA		\$ -	\$ 710,000	\$ 662,667	\$ 615,334	\$ 568,001
FUTURE DEBT: FIRE SUBSTATION	NA	NA	NA	NA	\$ 1,500,000	\$ 1,400,000	\$ 1,300,000	\$ 1,200,000
ADDITIONAL/FUTURE DEBT	\$ -	\$ -	\$ -	\$ -	\$ 2,210,000	\$ 2,062,667	\$ 1,915,334	\$ 1,768,001
TOTAL OUTSTANDING DEBT	\$ 4,852,772	\$ 5,078,171	\$ 4,696,593	\$ 4,916,748	\$ 7,030,759	\$ 6,845,249	\$ 6,404,815	\$ 5,972,675

% DEBT TO ASSESSED VALUATION	0.63%	0.62%	0.45%	0.46%	0.63%	0.60%	0.55%	0.51%
DEBT PER CAPITA	\$303	\$299	\$269	\$273	\$379	\$359	\$326	\$295
% DEBT SVC TO TOTAL BUDGET	9.59%	9.68%	10.48%	9.38%	10.63%	11.34%	9.35%	8.52%
POPULATION	16,012	16,958	17,467	17,991	18,530	19,086	19,659	20,249
ASSESSED VALUATION	\$ 767,782,728	\$ 812,980,806	\$ 1,035,475,012	\$ 1,071,820,039	\$ 1,111,477,380	\$ 1,133,706,928	\$ 1,156,381,067	\$ 1,179,508,688

Summary of Capital Projects – FY2002-03 through FY2006-07 considered in Five-Year Plan

The Town, due to limited resources, will continue to prioritize the capital needs identified in the Capital Improvement Program that was submitted to the Board on November 4, 1999. The following projects remain unfunded over the next five years:

\$ 4,855,315	Outdoor Swimming Pool
\$ 3,242,671	Town Hall Renovations
\$ 72,114	Sculpture Project
\$ 76,643	Tree Planting Project
\$ 2,997,952	Greenways
\$ 769,341	Local Road Improvements
\$ 362,398	Playground Equipment (<i>In FY01-02, playground equipment was budgeted for Anderson and Wilson Parks, two of four parks identified in the CIP</i>)
\$ <u>3,788,688</u>	Gymnasium
\$22,549,429	TOTAL UNFUNDED

Note: Fire Department Renovations were completed in-house at a cost of \$33,000 in FY01-02, saving the town from having to spend \$797,635 as envisioned in the CIP.

The following projects have been modified in scope until future revenue streams can be identified. The projects, which may be reconsidered by the Board in the upcoming FY02-03 budget, include:

Smith Middle School – Funded initial phase of athletic field construction. Town has completed a formal joint arrangement with the schools, committing a total of \$116,500 for the project.

Small Park (Hillsborough Road) – Land purchase and design study for future development of the park (in the event that grant funding or other funding becomes available)

Public Works Facility – Land purchase only

Bikeways – Entire project funded; increased intergovernmental share anticipated for Roberson Place bike path project

Town Parking Lots – Purchase of one parking lot versus three requested

Northern Area Fire Substation – Land will be purchased and construction begun in FY03-04.

SUMMARY OF CAPITAL PROJECTS - EXPENDITURES AND FUNDING SOURCE

Projects	FY99-20	FY20-01	FY01-02	FY02-03	FY03-04	FY04-05 AND BEYOND	TOTAL PROJECTS	OPERATING IMPACT	FTES
Smith Middle School	\$150,000	\$41,500	\$0	\$0	\$0	\$0	\$191,500	\$0	-
Small Park	\$553,000	\$32,557	\$10,693	\$0	\$0	\$0	\$596,250	\$0	-
Town Commons	\$327,184	\$22,394					\$349,578		
Fire Substation	\$0	\$0		\$0	\$960,000	\$750,000	\$1,710,000	\$318,531	15.00
Public Works Facility	\$0	\$0		\$767,000	\$0	\$0	\$767,000	\$0	-
Town Parking Lot	\$0	\$0		\$0	\$500,000	\$0	\$500,000	\$0	-
Bikeways	\$30,000	\$0	\$0		\$120,239	\$0	\$150,239	\$0	-
Sidewalks	\$2,000	\$50,000	\$0	\$0	\$0	\$0	\$52,000	\$0	-
Street Resurfacing	\$150,000	\$150,000	\$153,000	\$75,000	\$150,000	\$150,000	\$828,000	\$0	-
Total Projects	\$1,212,184	\$296,451	\$163,693	\$842,000	\$1,730,239	\$900,000	\$5,144,567	\$318,531	15.00

Funding Source	FY99-20	FY20-01	FY01-02	FY02-03	FY03-04	FY04-05 AND BEYOND	TOTAL FUNDING	% of Funding
Installment Financing	\$ 274,000	\$ -	\$ -	\$ 767,000	\$1,460,000	\$ 750,000	\$ 3,251,000	63.2%
GO Bond	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Capital Reserves	\$ 30,000	\$ -	\$ 78,000	\$ -	\$ -	\$ -	\$ 108,000	2.1%
Intergovernmental Revenues	\$ 311,000	\$ -	\$ -	\$ -	\$ 120,239	\$ -	\$ 431,239	8.4%
General Fund Operating Revenues	\$ 152,000	\$ 200,000	\$ 75,000	\$ 75,000	\$ 150,000	\$ 150,000	\$ 802,000	15.6%
Miscellaneous	\$445,184	\$96,451	\$10,693	\$ -	\$ -	\$ -	\$ 552,328	10.7%
Total Funding	\$1,212,184	\$296,451	\$163,693	\$842,000	\$1,730,239	\$900,000	\$5,144,567	100.0%

OPERATING BUDGET EFFECTS

		FY99-00	FY00-01	FY01-02	FY02-03	FY03-04	FY04-05 AND BEYOND
Personnel Costs*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	271,069
Operating and Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	47,462
Capital Outlays	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Total Operating Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	318,531
Minus New Revenues*	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-
Net Operating Effect	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	318,531
New Personnel (FTE)	0.0	0.0	0.0	0.0	0.0	0.0	15.0

Major Assumptions Used in Five-year Forecasting Plan

	FY01-02	FY02-03	FY03-04	FY04-05	FY05-06 & FY06-07
EXPENDITURES					
Salary & Wages:					
<i>Annual Market Adjustment</i>	2.5%	0% (with exception of market adjustments for public works employees)	2.5%	2.5%	2.5%
<i>Annual Merit</i>	2.5%	0%	2.5%	2.5%	2.5%
<i>Overtime, Part-time, & Temporary Salaries:</i>	5.0%	0%	5.0%	5.0%	5.0%
Fringe Benefits:					
<i>Fica (7.65%) Retirement (4.78% for police officers; 4.9% for all others), Supplemental Retirement (5% - Police Officers; 3% - all other employees)</i>	17.43% of salaries for LEO; 15.55% non-LEO	17.43% of salaries for LEO; 15.55% non-LEO	17.43% of salaries for LEO; 15.55% non-LEO	17.43% of salaries for LEO; 15.55% non-LEO	17.43% of salaries for LEO; 15.55% non-LEO
<i>Health Insurance</i>	15%	15%	15%	15%	15%
<i>Dependent Health/Retiree Insurance Subsidies</i>	15%	15%	15%	15%	15%
<i>Service Level Benefits</i>	2.5%	0%	2.5%	2.5%	2.5%
<i>LEO Early Separation Allowance</i>	0%	0%	0%	0%	0%
General Operating Costs:					
<i>Computers & Peripherals</i>	IT Needs Assessment	IT Needs Assessment	IT Needs Assessment	IT Needs Assessment	IT Needs Assessment
<i>Affordable Housing</i>	Adopted	3%	3%	3%	3%
<i>Governance Support</i>	Adopted	3%	3%	3%	3%
<i>Landfill Fees</i>	\$45/ton; 8,000 tons	\$45/ton; 8,000 tons	\$2 incr/yr + 300 tons	\$2 incr/yr + 300 tons	\$2 incr/yr + 300 tons
<i>Transportation Costs</i>	MOU	3.8%	10%	10%	10%
<i>Human Services</i>	1 cent on tax rate	\$100,000	1 cent on tax rate	1 cent on tax rate	1 cent on tax rate
<i>Transfers To Other Funds</i>	Adopted	NA	Reimburse for Gen Fund Loans \$24K; OWASA \$20K		
Capital Investments:					
<i>Street Resurfacing</i>	Adopted	Flat Annual Allocation	Flat Annual Allocation	Flat Annual Allocation	Flat Annual Allocation
<i>Public Works Construction Reserves</i>	Adopted	Combined w/street resurfacing	Combined w/street resurfacing	Combined w/street resurfacing	Combined w/street resurfacing
<i>Computers & Peripherals</i>	IT Needs Assessment	IT Needs Assessment	IT Needs Assessment	IT Needs Assessment	IT Needs Assessment
<i>Sidewalks</i>	Grant	NA	NA	NA	NA
<i>Equipment</i>	Adopted	Lease-Purchase CIP+	Lease-Purchase CIP+	Lease-Purchase	Lease-Purchase CIP+

	FY01-02	FY02-03	FY03-04	FY04-05	FY05-06 & FY06-07
		misc equipment	\$100,000/YR	CIP+ \$100,000/YR	\$100,000/YR
CIP Projects – Operating Impact:					
<i>N. Area Fire Substation</i>	NA	NA	NA	15 firefighters + operations	5%
Debt Payments:					
<i>Lease-Purchase Payments</i>	5 yr CIP projections	5 yr CIP projections	5 yr CIP projections	5 yr CIP projections	5 yr CIP projections
<i>Debt Service</i>	Actual	Projected	Projected	Projected	Projected
Supplemental Support	NA	Approved Changes	1 cent on tax rate	1 cent on tax rate	1 cent on tax rate
REVENUES					
<i>Ad Valorem Tax Base</i>	6.9% due to growth	3.7%	3.7%	2%	2%
<i>Fees and Permits</i>	7%	11.5%	5%	5%	5%
<i>Fire District Fees</i>	4.6%	0%	3%	3%	3%
<i>Misc Receipts</i>	(.98%)	1.1%	5%	5%	5%
<i>Interest Earnings</i>	0%	(38.5%)	0%	0%	0%
<i>Local Sales Tax</i>	1.5%	(2.18%)	4%	4%	4%
<i>Sales Tax, in Lieu of State Reimbursement</i>	NA	NA	0%	3%	3%
<i>Inventory Credit</i>	7.8%	0%	NA	NA	NA
<i>Food Stamps</i>	1.2%	0%	NA	NA	NA
<i>Intangibles Tax</i>	2.2%	0%	NA	NA	NA
<i>Utility Franchise Taxes</i>	4.4%	Frozen	Frozen	Frozen	Frozen
<i>Beer and Wine Tax</i>	4.2%	Frozen	Frozen	Frozen	Frozen
<i>Powell Bill</i>	6.5%	0%	5%	5%	5%
<i>Grants, etc</i>	22%	Recurring grants only	Recurring grants only	Recurring grants only	Recurring grants only
<i>Transit Revenue</i>	Reimbursement from MOU	Vehicle License Fee (\$5)	Vehicle License Fee (\$5)	Vehicle License Fee (\$5)	Vehicle License Fee (\$5)
<i>Lease Purchase Proceeds</i>	Lease-purchase CIP	Lease- purchase CIP	Lease-purchase CIP	Lease- purchase CIP	Lease- purchase CIP
<i>Other Transfers</i>	Adopted	NA	NA	NA	NA
<i>Fund Bal Appropriated</i>	Adopted	Policy	Policy	Policy	Policy

FINANCIAL ACTION PLAN – FIVE YEAR PLAN

At the Board's planning retreat, staff recommended several management actions to balance the budget and to meet future operating and infrastructure objectives. This report reviews ideas for recommending operational changes, revenue increases, and other management actions to balance the Town's budget. Some actions have already occurred since the Board retreat and some are underway.

Action Plans Affecting the FY02-03 Adopted Budget

Town staff identified several opportunities to balance the budget and the Board of Aldermen adopted the following actions to improve service delivery:

Increase revenue stream:

- Record future cemetery fees into general fund rather than cemetery fund to support cemetery maintenance costs within general fund. FY02-03 projections equal \$8,000.
- Fund full cost of cemetery maintenance costs within the General Fund, transferring an additional \$40,000 in interest earnings from the Cemetery Fund into the General Fund. The North Carolina General Assembly adopted legislation in July 2002 allowing the Tow to abolish the cemetery fund and use all proceeds toward future cemetery costs.
- Increase vehicle license fee from \$15 per car to \$20 per car. NC General Statutes allows this increase of \$5 but requires that the funds be used for transit purposes. The Board, due to the staggered nature of billing (4 months prior to collection) for motor vehicle taxes, adopted a fee change no later than February to accrue the full fiscal year revenue stream. The budget projected for FY02-03 is \$30,480.
- Implement a dumpster collection fee for nonresidential users.

Review benefits costs:

The addition of personnel has the greatest fiscal impact on the general fund than any other type of recurring expenditure or budget appropriation. Successful efforts to control spending in the General Fund will need to be directed at slowing the growth in personnel and associated costs. However, mitigation of such expenditures directly affects service delivery.

- For FY02-03, health insurance costs increased by 12%. Town staff was able to avoid double-digit increases by moving the Town's health coverage plan to one provider.

Miscellaneous management actions:

- Consider fiscal impact of all agenda items presented to the Board for current and future fiscal years [*Added to Town's FY02-03 Action Agenda*]
- Develop debt policy for Town [*Added to Town's FY02-03 Action Agenda*]
- Pilot benchmark efforts with Police Department during FY02-03.

Future actions to consider

Operational Changes

- Review the Town's benefits to see where the Board wants the primary emphasis of benefits package – whom and how should town employees benefit.
- Review worker's compensation insurance; consider raising deductibles to generate savings for Town.
- Re-evaluate uses of town owned property

Pursue legislative revenue enhancing options

- Encourage Orange County to pursue the ½ cent sales tax option available to the County and municipalities upon elimination of state-shared revenues (wholesale inventory business tax credit and homestead exemption). In July 2002, the Orange County Board of Commissioners approved a resolution to authorize implementation of the ½ cent sales tax option. However, the General Assembly has not adjourned and no decisions have been made to accelerate the implementation of the ½ cent sales tax in FY02-03. Currently, this revenue is scheduled to become available July 2003, effective the following fiscal year.
- Encourage Orange County to implement a debt setoff program whereby the County can collect from debtors who owe money to local government and who qualify for refunds from the Department of Revenue. It would benefit the Town if the County pursues a clearinghouse to collect delinquent motor vehicle taxes and fees.
- Pursue an extra tax on the price of meals and prepared food purchased in restaurants and other establishments that sell food. The Town of Hillsborough currently collects a 1% prepared foods tax; \$165,000 was collected in FY00-01. Dedicate the revenue stream to economic development initiatives, commercial improvements, or to purchase parking.
- Pursue occupancy tax. While the Town does not have hotels, having special legislation for occupancy tax will position the Town to generate revenues. Chapel Hill, in FY00-01, generated \$636,233.

Protect Fund Balance

- Continue town's policy of maintaining 22.5% in undesignated fund balance to protect the Town's fiscal health. The Board, due to fiscal constraints, has lowered the undesignated fund balance ratio to a 19% floor. This level of fund balance is approximately one-half of the fund balance maintained by comparable jurisdictions. However, it far exceeds the 8% recommended by the Local Government Commission for governments overall.
- Limit mid-year appropriations of fund balance or contingency for recurring town operational needs. The Board adopted a policy to limit use of contingency to governmental operations effective with the adopted FY02-03 budget.

Capital Plan and Financing

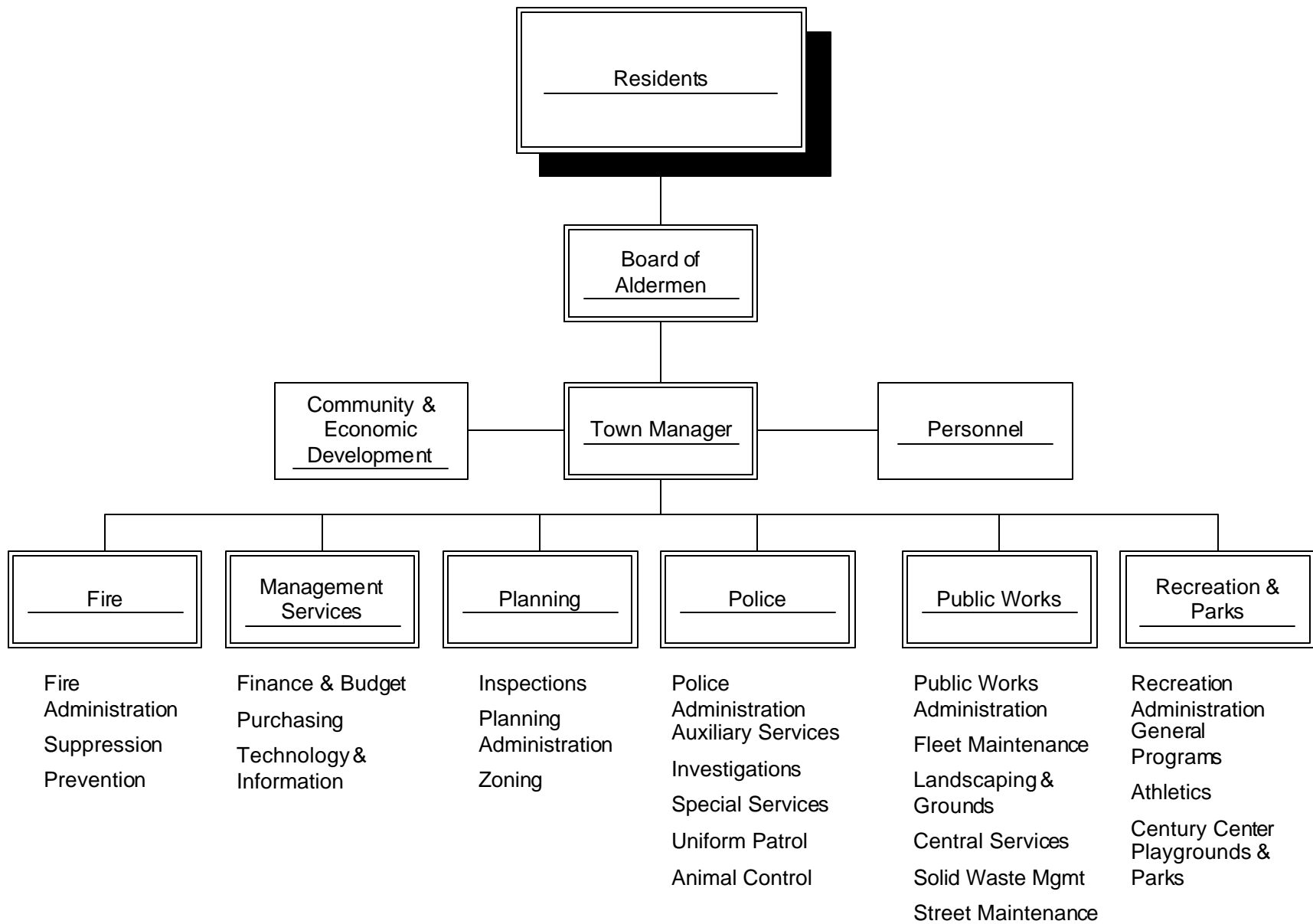
- Update Town's CIP to assess need for, size and scope of, and timing of capital projects, particularly the most expensive and critical projects – Public Works facility and Northern area fire substation. Revisions may substantially affect debt service expenditure projections.
- Develop capital financing plan to provide level funding stream for future capital projects and to avoid dramatic fluctuations in the tax rate
 - \$ Sell town land – one-time revenue stream
 - \$ Develop debt management and capital financing policies to protect town's fiscal health.
 - \$ Evaluate existing town land for existing capital needs.
 - \$ Develop a holistic transit plan incorporating use of sidewalks, streets, and transit system.

Economic Development/Redevelopment

- Increase tax base value.

Benchmarking and Competitive Analysis

- The town needs to continue improving its benchmarks and competitive analysis. These activities will provide the Town with opportunities to evaluate and improve service delivery while enhancing accountability to Carrboro residents.



ORGANIZATIONAL CHART - TOWN OF CARRBORO

TOWN OF CARRBORO GOALS

Revised: January 7, 2001

Town Mission: To achieve citizen satisfaction by consistently meeting their requirements.

Town Vision: To be a humane, just, diverse, sustainable community.

Guiding Principles: Seek win-win solutions
Respect all people
Build community
Continually improve

GOAL#1 PROMOTE ENVIRONMENTALLY RESPONSIBLE POLICIES & PRACTICES

The Town shall provide leadership in its own policies and practices and encouragement to others to be good stewards of resources. This includes how the Town chooses to grow, develop, conduct commerce and carry out its responsibilities.

GOAL#2 PROVIDE EFFECTIVE & EFFICIENT & RESPONSIBLE GOVERNMENT

The purpose of Town government is to deliver responsive and responsible service to its citizens. These services shall be fiscally responsible, enhance the safety, health and general welfare of the citizens of the Community. In its commitment to service, the Town shall seek to balance various community needs with municipal resources.

GOAL#3 BUILD STRONG SENSE OF COMMUNITY

Civic renewal and neighborhood vitality are mutually interdependent. By working together with town government, citizens can develop and enlarge their sense of identity within and beyond their individual neighborhoods, learn about and contribute to the overall well being of the community, increase the effectiveness of Town programs and nurture relationships between citizens and their civic institutions so that they understand how Carrboro's government listens to its citizens. People working together for the common good actively involved in local democracy have a tangible effect on neighborhoods and the community as a whole.

GOAL#4 ENCOURAGE THE PRESERVATION AND DEVELOPMENT OF AFFORDABLE HOUSING

The Town of Carrboro has historically enjoyed a diverse citizenry. This diversity is threatened by the lack of new affordable housing. The Town shall promote policies and practices that protect existing and provide new affordable housing.

GOAL#5 ENCOURAGE ECONOMIC & SOCIAL DIVERSITY

The safety, health and general welfare of all residents of Carrboro are affected by policies and practices of all levels of government in different ways. The Town shall explore opportunities to enhance economic and social diversity and revise policies or practices that discourage this diversity.

GOAL#6 DEVELOP BROAD BASE OF ECONOMIC VITALITY

Carrboro shall enhance its ability to provide a wide variety of economic development opportunities to nurture a continuance of a diverse economy. By strengthening the economic viability of the Town, the life of the community will be enhanced and the Town will build a stronger sense of identity.

GOAL#7 PROMOTE A SAFE, EFFICIENT AND VIABLE INFRASTRUCTURE FOR THE TOWN'S HEALTHY GROWTH

The Town shall seek to fully utilize existing infrastructure while enhancing it with extensions or upgrades to meet present and future needs. The Town shall emphasize protection of human, physical, and social capital through responsive and efficient police, fire, and public safety services.

TOWN OF CARRBORO

2002-2003 ACTION AGENDA

Approved 12 March 2002

I. ENVIRONMENTALLY RESPONSIBLE POLICIES AND PRACTICES				
ACTION ITEM	DEPARTMENT	END PRODUCT	START DATE	END DATE
Decrease Solid Waste Going into the Landfill				
1. Report Analyzing Carrboro's Recycling Program/Produce a Scope of Services for Consultant Study (1) Develop a background paper that describes the current status of the recycling program for single family and multi-family residential, and commercial solid waste collection in Carrboro. This paper would determine the opportunity for further improvements in the recycling program through comparisons with other jurisdictions. The paper will take in to consideration recent studies or initiatives in similar communities that have proven to be successful. For this research, it is hoped that specific recommendations about Carrboro's solid waste collection system can be made in order to equal or exceed the recycling goal specified in the Solid Waste Management Plan. If specific recommendations are not possible, a request for proposals will be drafted for consultative services. (2) RFP to look at Carrboro's specific situation and make recommendations about what could be done to meet Orange County goals.	PUBLIC WORKS	(1) Report (2) RFP	September 2001	May 2002
2. Implement Carrboro's Zero Waste Resolution Study and make recommendations on appropriate steps to move toward zero waste such as reducing solid waste, increasing recycling, identifying and attracting businesses that use local waste products as raw materials, and supporting national efforts toward zero waste.	PLANNING	List of businesses; recommendations	Pending action on items 1 and 3	
3. Encourage Businesses to Sell Recyclable Products Develop a strategy to encourage local businesses to sell recyclable products.	PUBLIC WORKS	Strategy	Pending 2:1 decision	

Move Toward Sustainable Resource Use				
4. Perform Environmental Audit/Study Alternative Fuel Vehicles Inventory and report on activities in purchasing, vehicle use, Town operations, i.e., fuel use; identify two or three high leverage areas to examine and make recommendations; Review recommendations and decide if changes are needed.	PLANNING	Inventory and Report	December 2001	December 2002
Provide and Protect Green Space				
5. Consider “Shaping Orange County’s Future” Policies Consider proposals to protect the rural buffer as a component of the Shaping Orange County plan.	PLANNING	Resolution	On hold pending further review by County Commissioners	
Protect and Restore Water Ways				
6. Protection of Bolin Creek Report on ordinance compliance and enforcement; establish effective stream watch group.	PLANNING	Report	March 2002	March 2003
7. Review Non-residential Uses Allowed in the University Lake Watershed Review allowable commercial uses and other non-residential uses in the watershed and their impact on the appearance of entryways to the Town.	PLANNING	Report	April 2002	December 2002
8. Regional Storm Water Management The Army Corps of Engineers will provide the Town with a hydrologic study and model of Morgan and Bolin Creek Basins.	PLANNING	Report and Hydrologic Model	February 2001	January 2003
Ensure Tree Protection and Preservation				
9. Urban Forestry Study of Carrboro Ordinance Conduct an urban forestry study to evaluate the effectiveness of the Town’s tree ordinance and policies. Investigate securing grant assistance to fund the study and explore the possibility of having graduate students conduct the study with staff assistance.	PLANNING	Report	February 2001	April 2002
10. Strengthen Tree Protection Ordinance Prepare LUO text amendment and possible changes to policies and enforcement procedures in following up to April 1999 report.	PLANNING	Ordinance	March 2002	September 2002

Public Education on Environmental Policies, Practices, and Enforcement				
11. Examine and Re-assess Enforcement Capacity and Sanctions Develop a policy that identifies a strategy to enhance enforcement of the Town’s environmental policies as specified in the land use ordinance. Emphasize a strategy that is preventive and targets groups for educational and enforcement training. Also evaluate the effectiveness of present level of sanctions to deter violations. Include within the NPDES permitting process as a component of the required community education effort.	PLANNING	Policy	October 2002	
Complete 1999-2000 Projects				
Improve Air Quality				
II. PROVIDE EFFECTIVE, EFFICIENT, AND RESPONSIBLE GOVERNMENT				
Provide Accessible, User-Friendly Communications and Services to the Public				
12. Services for the Latino-Hispanic Community Prepare a policy that identifies services and programs needed to serve the Latin community. [Get copy of Chapel Hill’s <i>Frequently Asked Questions</i> brochure; work with El Latino Centro; EMS staff to learn Spanish.	POLICE	Plan	April 2001	July 2002
13. Town Communication Plan Prepare a policy that identifies a strategy outlining how the Town communicates with its citizens and businesses.	MANAGER	Policy	April 2002	June 2002
14. Review Screening and Set-back Requirements; Review Special Exceptions to Set-back Requirements in Land Use Ordinance Review screening and setback requirements; investigate other instances where special exceptions may be applied; Report to Board for recommended modifications.	PLANNING	Report	August 2001	June 2002
Minimize the Tax Rate Through Responsible Planning and Budgeting				
15. Set Debt Limit As a commitment to sound financial planning and to ensure that the Town maintains a reasonable level of debt capacity, the Board has asked staff to develop a debt policy.	MANAGEMENT SERVICES	Policy	August 2002	December 2002

16. Provide Alternative Budget Scenarios (1) Develop alternative tax rate scenarios based on different projected economic conditions and tie these scenarios to the Five Year Plan and CIP. (2) Develop a budget process for FY03-04 that includes a scenario for various service levels. (3) Present a budget format that offers service level options for FY02-03.	MANAGEMENT SERVICES	Scenario Descriptions	September 2002	January 2003
17. Revise Agenda Abstract Format to Include Budget and Tax Rate Implication of Items	MANAGER'S OFFICE	Revised Abstract Policy	April 2002	April 2002
Organize and Manage Staff and Operations Efficiently and Effectively				
18. Revise Personnel Ordinance to be More" User Friendly"	PERSONNEL	Ordinance	Pending Board Decisions	
19. Disband Agenda Planning Committee	ALDERMEN	Resolution	March 2002	March 2002
20. Reduce Number of Board Meetings	MAYOR NELSON ALDERMAN DOROSIN	Discussion	April 2002	April 2002
21. Develop Town Manager Job Description	ALDERMAN HERRERA	Job Description		
Provide for Staff Satisfaction and Retention				
III. BUILD STRONG SENSE OF COMMUNITY				
22. Report to Explain Police Department's Strategy to Deal With Chronic Crime in Neighborhoods Develop long-term strategy to deal with chronic crime in at-risk neighborhoods and discuss criminal justice relationship	POLICE	Strategy and Monthly Report	March 2002	March 2003
23. Identify Major Road To Name After Rev. Dr. Martin Luther King, Jr.	PLANNING	Recommendation	August 2002	November 2002
24. Develop Process to Create Town Logo Begin with Century Center logo	ALDERMAN HERRERA	Discussion	August 2002	October 2002
Increase Citizen Participation and Support and Promote Community-Sponsored Programs				
25. Establish Sister City Relationship with City in Mexico	ALDERMAN HERRERA	Discussion	April 2002	June 2002
26. Substance Abuse Treatment Program Develop strategy to attract TROSA-like program and possibly partner with Chapel Hill.	COMMUNITY & ECONOMIC DEVELOPMENT	Report	March 2002	April 2002
Retain Businesses that Provide for Social and Cultural Vitality				
Develop/Implement Programs for Youth Participation in the Community				
Programs to Integrate Immigrants and Other Newcomers				

IV. ENCOURAGE THE DEVELOPMENT OF AFFORDABLE HOUSING				
Increase Housing Units for Households with 80% or less than the Median				
27. Subsidize land trust units at a rate of \$5,000 per unit and encourage Orange County and Chapel Hill to subsidize at a rate of \$15,000 per unit The number of subsidized land trust units will cap at the number that does not exceed the proposed one-cent tax.	ALDERMEN	Budget Appropriation	April 2002	June 2002
28. Revisit Inclusionary Zoning Issue/ Affordable Housing as Adequate Public Facility (1) Prepare a report on inclusionary zoning (2) Prepare analysis/report of Davidson's method of affordable housing as an adequate public facility	PLANNING	Report	August 2002	December 2002
29. Cooperative Housing Study and support cooperative housing projects	COMMUNITY & ECONOMIC DEVELOPMENT	Report	August 2002	October 2002
Focus Affordable Housing Efforts on Identified Target Populations				
30. Consider creating a housing subsidy as Town employee benefit. Town employees to be one of target groups for the loan fund referenced under Goal #4, Objective #1, Project #1: Formulate a loan fund similar to the Town's Revolving Loan Fund.	ALDERMAN DOROSIN	Decision to provide subsidy		
Encourage Alternative Building Methods that Reduce Housing Costs				
31. Tear-Down/Rebuild Ordinance Develop ordinance to control residential tear down/rebuild. i.e., removing a small house and replacing it with a considerably larger house.	PLANNING	Ordinance	November 2002	February 2003
Focus Affordable Housing Efforts on Identified Target Populations				
32. Tenants' Bill of Rights (1) Develop tenants' bill of rights and consider landlord licensing. Evaluate privilege/revenue type licensing vs. establishing a certification requirement. (2) Examine what other NC Municipalities are doing. Explore legal and practical limitations with regard to the contractual relationship between a landlord and a tenant.	PLANNING	Report	July 2002	August 2002
Reduce the Government's Impact on Housing Costs				

V. ENCOURAGE ECONOMIC AND SOCIAL DIVERSITY

Provide and Encourage Viable Business Opportunities for Poor People

Include More Diversity in Town Events and Activities and on Town Boards

33. Community Outreach/Develop a Neighborhood-Focused Agenda Convene community meeting/forum/summit targeted to working class, minority neighborhoods to learn about issues in those neighborhoods and identify priorities and concerns. As a result of the forum, identify community leaders; Keep it simple, informal, and check with people involved previously to determine why some past efforts have not succeeded over time.	ALDERMAN DOROSIN	Community meeting/forum/summit; identification of neighborhood issues, priorities, concerns, and community leaders.		
34. Citizens' Participation in Town Activities Identify and eliminate barriers that prevent citizens' participation in town activities, i.e., child care	ALDERMEN BROUN AND DOROSIN	Plan		
Increase Support for Arts and Other Cultural Activities				
35. Establish permanent Town arts endowment Establish one million dollar permanent Town arts endowment and commit \$10,000 annually.	MAYOR NELSON	Budget Appropriation	March 2001	June 2002
36. Promote Carrboro as a Place to do Business with Focus on the Arts Conduct marketing gap analysis to continue promoting Carrboro as a place to do business with a focus on the arts.	COMMUNITY & ECONOMIC DEVELOPMENT	Report	August 2002	October 2002

Provide Support and Encouragement for Minority Businesses

VI. PROMOTE, DEVELOP, AND SUPPORT A BROAD-BASED ECONOMIC VITALITY

Double Non-Residential: Expand Economic Development Opportunities – Town’s Role

<p>37. Downtown Vision</p> <p>A. Create a downtown development plan</p> <ol style="list-style-type: none"> 1) Goal of doubling non-residential sq. footage 2) Create new economic development opportunities 3) Board members involved with work group 4) Board to approve process <p>B. Reconsider use of automobiles in the downtown</p> <ol style="list-style-type: none"> 1) Review traffic patterns at triangle area (Main, Weaver, Greensboro) 2) Consider no left turns, one-way, round-about, narrower streets <p>Develop and implement a comprehensive plan for expanding economic development opportunities in the downtown encompassing land use, infrastructure, and regulatory structure. The elements of the plan will show detailed plans for meeting the Board’s goals of doubling non-residential square footage; create a people and technology friendly infrastructure; energize Carrboro’s downtown as vibrant social center and economic engine, while maintaining Carrboro’s unique character, and show visualized scenarios.</p>	<p>COMMUNITY & ECONOMIC DEVELOPMENT/ PLANNING</p>	<p>Policy</p>	<p>June 2000</p>	<p>June 2002</p>
<p>38. Obstacles to Development – Review allowable uses in downtown and obstacles to starting a small/micro business in Carrboro</p> <p>Hold a meeting with the development community and communicate Board’s commitment to addressing obstacles created by the Board’s decisions (parking, setbacks, infill, etc.); Review LUO provisions that will impact the infill development in developed areas. Discuss the development of a comprehensive policy regarding road, sidewalk, and neighborhood connectivity as it relates to infill.</p>	<p>ALDERMEN BROWN AND ZAFFRON</p>	<p>Meeting</p>		

39. Review recreation points in lieu of facilities provisions Review recreation points in lieu of facilities provisions of the land use ordinance. (Planning Board, Recreation & Parks Committee, and staff to examine the use of the recreation point system and its effectiveness for providing usable recreational facilities; where are we now? What does and does not work? The Planning Board to present a report considering the legal aspects.) Is the Board satisfied with the point system? What does the Board want the developers to do?	RECREATION AND PARKS	Report	April 2002	August 2002
Encourage a Supportive Business Environment				
40. Retain & Support Information Technology and Music Industries As part of the downtown visioning process, review the comments from the winter 2000 meeting with the music, technology, and retail industries and address the identified needs.	COMMUNITY & ECONOMIC DEVELOPMENT	Strategy	November 2000	March 2002
41. Encourage and Support Home Businesses continue support of home-based businesses by through dialogue and identify areas where assistance can be given. The Orange County EDC has surveyed the businesses to determine the assistance that may be needed in Carrboro. The Downtown Development Commission will work with the Planning Department to review ordinance to see if there are obstacles to doing business.	COMMUNITY & ECONOMIC DEVELOPMENT	Policy Review	Ongoing	March 2002
42. Economic Development – Work Session Conduct work session to develop strategies and a fast track review process	COMMUNITY & ECONOMIC DEVELOPMENT/ PLANNING	Work Session	March 2002	April 2002
VII. PROMOTE SAFE, EFFICIENT, AND VIABLE INFRASTRUCTURE				
43. Purchase three parking lots – S. Greensboro Street funding Explore purchasing lots with owners and develop funding strategy to pay for other two.	COMMUNITY & ECONOMIC DEVELOPMENT	Budget Appropriation	On hold due to budget constraints	

Complete 1999-2000 Projects				
Increase, Enhance, and Expand Public Transportation				
44. Develop plan to increase Carrboro's participation in the operation of Chapel Hill Transit Develop strategy to increase Carrboro's participation in the operation of Chapel Hill Transit; Board work session on how Chapel Hill Transit is funded, how decisions are made; examine roles of different partners; include discussion of fare-free service and short-term.	PLANNING	Strategy; Board work session	May 2001	June 2002
Promote a Comprehensive Approach to Creating a Walkable Community				
45. Conduct study on how to pay for new sidewalks and where to construct them (Implementation Plan) Establish a task force and charge them with creating a list of proposed sidewalks, means of funding, identifying additional sidewalks not on the map foundation – establish priority needs with guidance from the Board.	PLANNING	Task Force	May 2001	April 2002
46. Improve pedestrian friendliness of signaled intersections Survey signaled intersections to assess visibility and friendliness of operation or traffic signals to pedestrians; modify light shields, cycles, and pedestrian-activated buttons as needed; report to board.	PLANNING	Report	July 2002	November 2002
47. Pedestrian Access Consider multiple approaches to pedestrian access across NC 54 and Jones Ferry Road as developed for Glen Lennox (Transportation planner to present status report for pedestrian access to Carrboro Plaza and review the Glen Lennox report to determine its applicability to Willow Creek Shopping Center. Place larger stop signs at Poplar Street and NC 54 and Oleander Avenue and NC 54.	PLANNING	Report	March 2001	November 2002
Minimize Infrastructure Costs				
48. Develop plans for communication/technology infrastructure improvements Implement communication and technology improvements budgeted in 1999-2000. Upon implementation of the current network infrastructure, the Department will develop a multi-year Technology report with plans for future improvements in communication and technology and infrastructure. This process will begin following implementation of the town web page and completion of core network infrastructure.	MANAGEMENT SERVICES	Development of Technology Report	April 2001	March 2002

49. Explore the co-location of public facilities Create a public facilities campus.	MANAGER	Report	March 2002	April 2002
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ABOUT THE TOWN OF CARRBORO...

The Town of Carrboro is a small local government entity overseen by a Mayor and Board of Aldermen and professionally managed by a Town Manager. The Town is a growing community located next to Chapel Hill, and the University of North Carolina and is near the Research Triangle Park with a population of approximately 16,800 residents.

The General Fund is the primary operating budget for the Town. The town has several other smaller funds primarily for capital reserves or for capital projects.

The Town has 132 employees with 9 departments. The governance style is similar to other jurisdictions in North Carolina with a manager-council form of government. All departments report to the Town Manager.

The major services provided by the Town include police and fire protection; public works (garbage collection, street resurfacing, fleet maintenance, landscaping and building and grounds); planning; inspections and zoning; economic and community development; and parks and recreation programming. The town has administrative support units (personnel, technology, finance, budget, purchasing, town clerk, etc) that provide both direct services as well as indirect support services. Services provided by the town exclude water and sewer services and tax collections. Certain large costs assumed by the Town reflect key services that are contracted with other governmental jurisdictions such as transit services, recycling, and landfill fees.

The budget for the town is largely supported by property taxes. The ability of the town to provide services has been aided by steady growth in the tax base. The Town, facing growth in the Northern Transition Area, envisions the potential increase in the town's population to 24,000. In addition, the Town, in an effort to reduce the tax burden on residents, is exploring ways to increase its commercial tax base (10%) as a percentage of its tax base. The second largest tax source of the revenue stream is state-shared revenue (albeit at much lower levels than in previous years due to state freeze on these revenues), of which sales tax is the largest source.

The mission of the Town is "to achieve citizen satisfaction by consistently meeting their requirements". This requires the Town to assess the community trends that will have an impact on the Town's ability to meet the community's requirements and needs. The town has conducted numerous needs assessments and developed long-range plans that envision the Town's future and are available for review. These documents include the Town's five-year plan, capital improvements plan, Vision 2020 plan and a downtown visioning study.

COMMUNITY CHARACTERISTICS....

The 2000 Census revealed interesting demographic trends occurring in the community that promise to affect the services provided by the Town in the near future. This information is also available on the Town's website at <http://townofcarrboro.org/>

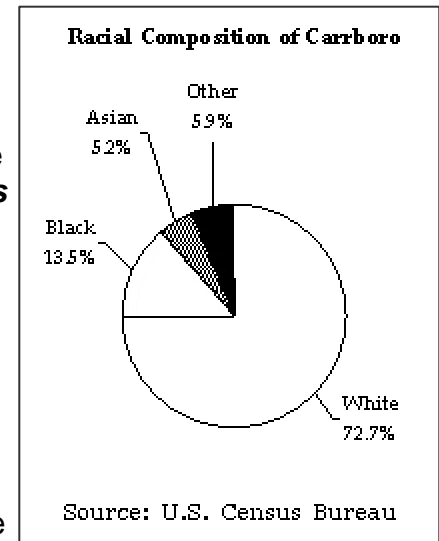
Population

The 2000 population of Carrboro was 16,782. This is a 45 percent increase from 1990, the highest percentage increase in Orange county. Carrboro added over 5,200 people to its population between 1990 and 2000. About 62 percent of the people that were added to Orange county in the 1990s were added in either Carrboro or Chapel Hill. The following paragraphs highlight important demographic changes that have taken place over the past decade.

Ethnic Composition

Carrboro has the highest Hispanic/Latino population in Orange county with 2,062. This is a **936 percent increase** from 1990 when the Hispanic/Latino population was listed at a count of 199. This group now accounts for 12.3 percent of the population. Specifically, those with a Mexican origin have increased from 64 in 1990 to 1,530 in 2000. **This represents a 2,291 percent increase.** This sub-group now accounts for 9.1 percent of the population in Carrboro.

Note regarding the chart: The reason the Hispanic/Latino population cannot be shown in this chart is because of the way the census defines Hispanic origin. A person can be of any race and be of Hispanic/Latino origin. If one's origin is either Mexican-American, Chicano, Mexican, Mexicano, Puerto Rican, Cuban, or Central or South American then one is considered of Hispanic/Latino origin.



Age Composition

The combined age groups of the years 20 to 54 make up more than 69 percent of Carrboro's total population. The percent changes from 1990 highlights some changes worthy of notice. The age group of 20 to 24 has **decreased 5 percent** since 1990, an indication of a decline of the proportion of undergraduate students living in Carrboro. The population increased in the rest of the age groups between 25 to 54 since 1990. This points to the growing trend of Carrboro's population as a community of graduate students, young professionals, married couples and families. The school age population (age 5 to 19) has increased from 1,281 in 1990 to 2,653 in 2000. **This is a 107 percent increase.** This raises obvious concerns about school overcrowding and the need to build more schools and hire more teachers. Along with this increase in children, married couple families with children under 18 increased by 91 percent. About 25 percent of the households in Carrboro are now "family" households, defined as having individuals under the age of 18. All of this points to the fact that Carrboro has become a place where families desire to live. The biggest increase took place in the age groups of 45 to 54 and those over the age of 85. The largest age group in Carrboro is the 25 to 34 age group. They account for about 25 percent of the population.

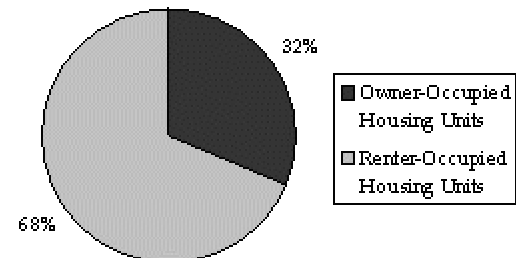
Age	Number	% of Population	% Change from 1990
Under 5 Years	905	5.4	63%
5 to 9 Years	934	5.6	97%
10 to 14 Years	844	5.0	122%
15 to 19 Years	875	5.2	104%
20 to 24 Years	3,221	19.2	-5%
25 to 34 Years	4,177	24.9	23%
35 to 44 Years	2,587	15.4	73%
45 to 54 Years	1,722	10.3	173%
55-59 Years	367	2.2	117%
60 to 64 Years	292	1.7	23%
65 to 74 Years	402	2.4	26%
75 to 84 Years	315	1.9	110%
85 Years and Over	141	0.8	513%
Source: U.S. Census Bureau			

Housing

Carrboro continues to be mostly a community consisting of rental units as 68 percent of the housing stock is renter occupied. However, in the last ten years, owner occupied housing has increased at a rate three times faster than that of rental housing. Rental housing increased 22 percent in the 1990s while owner occupied housing jumped 74 percent. In 1990, owner occupied housing accounted for 22.4 percent of the housing stock and in 2000 it accounted for 32 percent. In 1980, owner occupied housing only comprised 21.2 percent of the housing stock. Carrboro continues to have the highest population density in the state. Density increased from 2,584 persons/square mile in 1990 to 3,753 persons/square mile in 2000.

The median cost of an owner-occupied housing unit in Carrboro in 2000 was \$143,242. This is up from \$93,008 in 1990, a 54 percent increase (Source: AnySite Technologies, LLC, 2000).

Housing Composition of Carrboro



Source: AnySite Technologies, LLC, 2000

Income

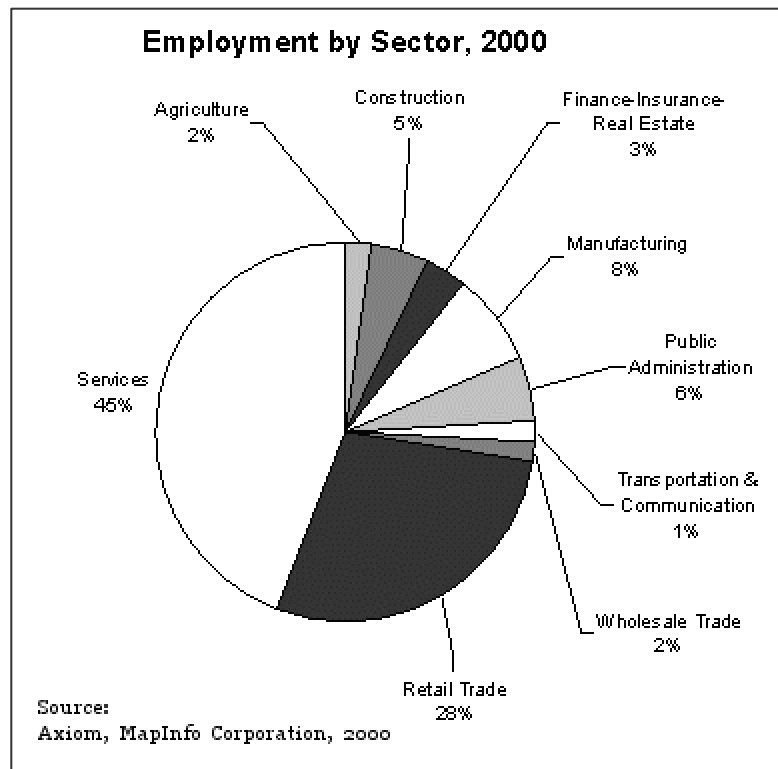
The 2000 per capita income for Carrboro is \$22,303 and the median household income is \$35,273. This is much lower than the median household income level of the Raleigh-Durham metro area which is around \$66,000. The household income levels of Carrboro break roughly into equal thirds. Thirty percent of the households earn less than \$20,000 a year. Thirty five percent of the households make between \$20,000 and \$50,000 a year, while 35 percent of households make more than \$50,000 a year.

Employment

Current employment levels in Carrboro are strong with a 2000 unemployment rate of 3.6 percent. This is better than the national unemployment rate of 4 percent but higher than the Raleigh-Durham rate of 1.8 percent. The overwhelming majority of employment in Carrboro is concentrated in two sectors, services and retail. These two sectors provide 73 percent of the employment in Carrboro.

Some of the biggest employers in Carrboro are the school system, businesses that provide services to other businesses, management services, grocery stores, and restaurants.

Source: Axiom, MapInfo Corporation, 2000



Fund Structure

The accounts of the Town are organized on the basis of funds or account groups with each fund constituting a separate accounting entity. The operations of each fund are accounted for by providing a separate set of self-balancing accounts reflecting its assets, liabilities, fund balance, revenues and expenditures. Town resources are allocated to and accounted for individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The Town funds in this document are grouped into four generic fund types within two broad fund categories: general governmental and fiduciary.

General Governmental Funds

These funds account for expendable financial resources other than those accounted for in the fiduciary funds. Most of the Town's functions are included in this fund type.

General Fund – The General Fund is the primary operating fund of the Town which accounts for normal recurring town activities such as public works, planning, public safety, recreation, debt service, and administration. All authorized positions are funded entirely within the General Fund. Activities within the general fund are funded by revenue sources such as property tax, sales tax, and user fees.

Special Revenue Funds– Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than major capital projects) that are legally restricted to expenditures for specific purposes. Funds include the HOME Matching Grant Program Fund, Revolving Loan Fund, Capital Reserve Fund, and the Payment-in-Lieu Fund.

Capital Projects Fund– The Town has one Capital Projects Fund which is used to account for financial resources used for acquisition or construction of major capital facilities and equipment.

Fiduciary Funds

Fiduciary funds are used to account for assets held by the Town in a trustee capacity or as an agent for individuals, private organizations, and other governmental units. In 1984, the Town established a nonexpendable Cemetery Trust Fund for the purpose of perpetually caring for and beautifying the Town's cemeteries. Fees charged for cemetery lots and income generated through investment of the fund's assets will be added to fund balance. Investment income is expected to provide sufficient funds for the annual care and maintenance costs of the cemetery. Currently, the fund does not have a sufficient principal balance to support cemetery operations on a regular basis. However, the Board is requested in the recommended budget to consider using some of the interest earned to date toward cemetery maintenance in the General Fund.

State Laws And Local Procedures For Budgeting

The North Carolina Local Government Budget and Fiscal Control Act requires that the Town Manager submit a recommended budget to the Mayor and Board of Aldermen, that the Board hold a public hearing on the budget, and that the Board adopt an annual budget or interim budget each year by July 1st.

State laws also determine the types of services and regulatory authority, which the Town can provide as well as the revenue sources available to the Town. For example, the Town is authorized to provide police and fire protection, refuse collection, and street maintenance services, but is not authorized by the State to levy income taxes or to raise the local sales tax which is capped at the existing two (2) percent.

In North Carolina, county governments are responsible for public health, education, and social services. County and state government decisions govern funding for the Chapel Hill- Carrboro school system.

Budget Process

The Board, as part of the annual budget process, considers community plans (capital improvement plan, Vision 2020, staff's assessment of community trends, and other needs assessments) and reviews its goals to develop a two-year "Action Agenda" for the Town.

The budget process follows a familiar process in that the primary mission continues to be the development of an annual financial plan for the Town. However, just as important, the budget is a strategic plan whereby departmental missions and objectives are aligned with the Board goals and commitments made today and the impact of those decisions are projected and planned for into the future.

Beginning in December, departments prepare and justify their budget into two components – a continuation budget and a proposed change or expansion budget. Continuation budgets are defined as expenditures needed to conduct ongoing operations at the same level; in some cases these costs may exceed the \$5,000 threshold that is considered for expansion items. Where the increase is significant, it will be noted in the line-item detail for each departmental cost center. A proposed change is budgeted in a separate column on the financial spreadsheet and is defined as a new program, initiative, or equipment that costs more than \$5,000. Justifications for proposed changes are based on the Board's adopted goals as well as individual departmental goals. However, due to budget shortfalls and the Governor's actions of freezing revenue entitlements to local governments, the continuation budget has not been fully funded.

The budget flow chart and calendar that follow describe the numerous levels of input, assessment, preparation and process that the Town performs to develop the Town's annual budget.

Budgetary Accounting and Reporting

The Town operates under an annual budget ordinance administered in accordance with the Local Government Budget and Fiscal Control Act (North Carolina General Statutes Section 159).

The budget is adopted using the modified accrual method of accounting, that is, expenditures are recognized when incurred, revenues when received. Revenues are recorded by source and expenditures by department, function or project.

Within the budget ordinance, the general fund is further divided into functions, which represent the level of authorization, by the governing board. Revenue functions include Ad Valorem (Property Taxes), Fees and Permits, Miscellaneous, State-County Shared Revenue, Transfers & Other Financing Sources, and Fund Balance Appropriated.

Expenditure functions are primarily budgeted at the departmental level and include: Mayor and Board of Aldermen, Advisory Boards, Governance Support, Town Manager, Economic and Community Development, Town Clerk, Management Services, Personnel, Police, Fire, Planning, Transportation, Public Works, Parks and Recreation, Non-departmental, and Debt Service.

The Board of Aldermen may authorize and budget for capital projects and multi-year special revenue funds in its annual budget ordinance. The project ordinance authorizes all appropriations necessary for the completion of projects. The HOME Matching Grant Program Fund and Capital Projects Fund are approved via ordinance.

The cemetery fund, a fiduciary type fund, however, by state statutes, is not subject to appropriation by the Board of Aldermen and is not presented in the budget document.

Budget Administration

Amending the Budget

The Finance Officer is authorized to approve appropriation transfers within all departments.

The Board of Aldermen must approve all transfers between departments, between funds, transfers from contingency, and amendments to capital project ordinances.

Capital project ordinances are approved at the project level. The Town Manager may approve transfers between line items within a capital project up to \$10,000 cumulatively.

Encumbrances

Operating funds encumbered by the Town as of June 30 of the fiscal year are reappropriated in an amendment to the budget ordinance approved by the Board each year.

Line Item Transfers

While budgets are approved at the departmental level within the budget ordinance, line-item budgets are controlled at three broad levels (categories) within a departmental cost center: salaries, operating, and capital outlay. Departments are only required to do a budget transfer form if there is a need to transfer funds between the broad categories of expenditures. The Finance Officer can process the transfers within a department at the request of the department head.

The Finance Officer must specifically approve any purchases of capital outlay not previously approved by the Board within the budget ordinance.

Purchase Orders

Purchase orders must be issued for purchases exceeding \$250 with exception of purchases obtained via procurement card or purchases specifically exempted by the Town's purchasing policy. Purchase requisitions under \$250 do not require approval by the Management Services Department.

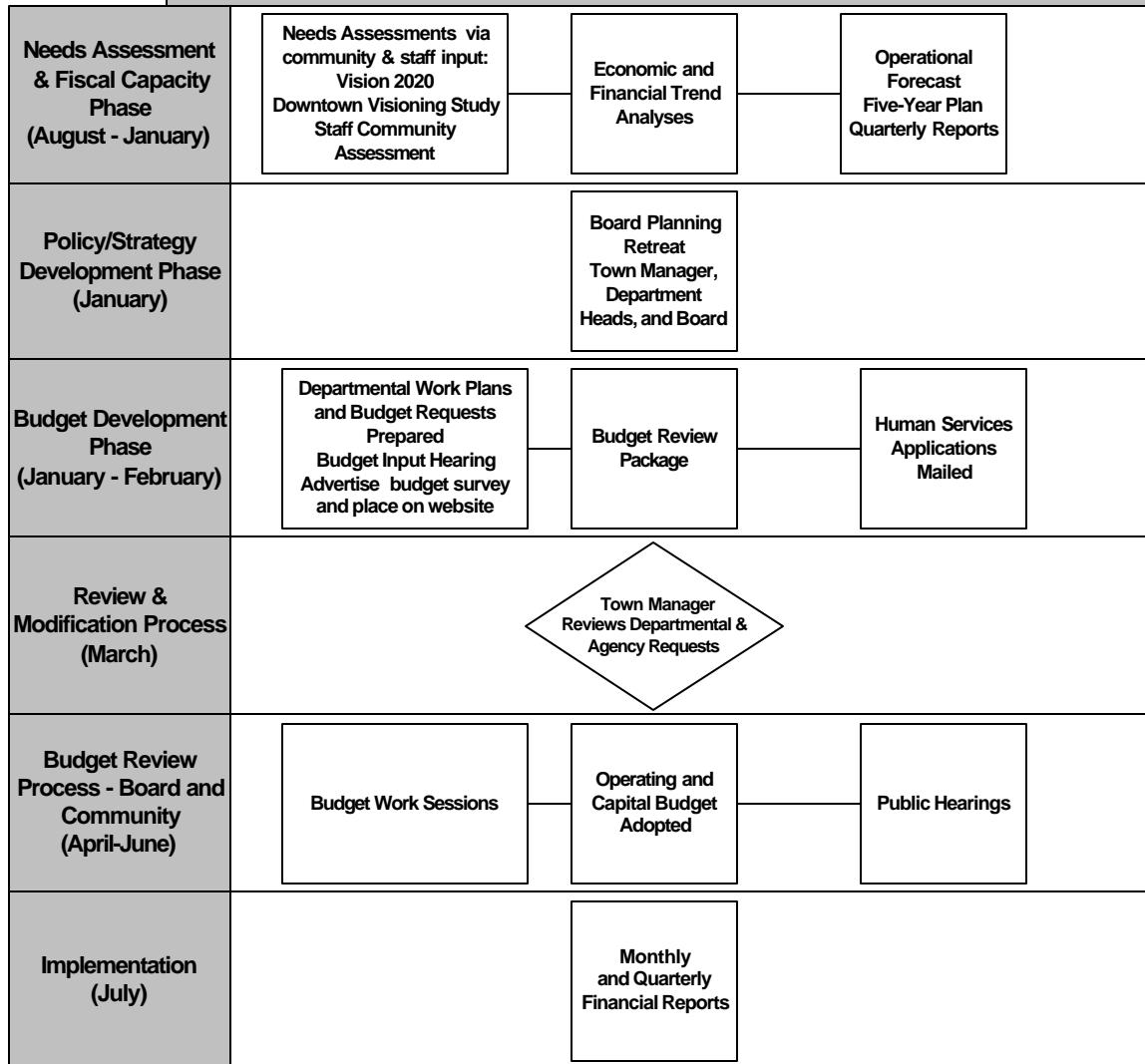
Capital Outlay

All capital items (items exceeding \$5,000 and having a useful life of more than one year) must be approved in accordance with the adopted budget. The annual budget document outlines those capital outlay items approved for purchase. Any changes must be approved through the transfer process outlined above.

Position Control

The annual pay plan adopted by the Board in conjunction with the budget lists authorized permanent positions.

BUDGET PROCESS FLOWCHART



FY2002- 03 BUDGET CALENDAR

Date	Description
August 14	Mayor and Board of Aldermen (MBOA) gives input on the development of a personnel philosophy
August 28	Proposal to develop a mission statement for Recreation and Parks MBOA receive Quarterly Reports (April, May, June)
September 10	Instructions to Department Heads (DH) for preparing community assessments, and performance measurements
September 11	Report on Miscellaneous Fees and Charges
September 14-17	Downtown Visioning Process
September 25	Report on Cost of Town Services
October 11	Community Assessment Citizen Forum
October 18	Department Assessments due
October 23	MBOA receives Town Manager's Personnel Proposal MBOA receives Quarterly Management Report (July, August, September)
November 12	MBOA receives Community Assessment
December 2	MBOA FIRST RETREAT: Goals, Objectives, Action Items
December 10	Staff retreat
December 21	Management Services distributes budget manual Personnel distributes reclassification request applications
January 9	Human Services applications mailed
January 13	Departmental performance measures due
January 27-28	BOA SECOND RETREAT: Discussion, clarification, and prioritization of Board goals, objectives, and projects with department heads MBOA receives Five-Year Financial Plan
February 5	MBOA receives Quarterly Management Report (October, November, December) Departmental reclassification request due in to Personnel
February 14	Department budgets and work plans due
February 26	MBOA review 2001 and 2002 Action Agenda Public hearing for community input on FY02-03 budget
March 1-8	Town Manager meets with DH's to review budget requests
March 9	Human Services applications due
March 26-31	Final review of budget requests by Town Manager
April 2	Human Services Commission reviews grant applications
April 23	Town Manager submits budget to MBOA MBOA receives Quarterly Management Report (January, February, March)
May 2	MBOA first budget work session
May 7	MBOA holds public hearing on the proposed budget
May 23	MBOA second budget work session
May 28	MBOA receives Human Services recommendations
May 30	MBOA third budget work session
June 11	MBOA directs Town Manager to prepare final budget
June 25	MBOA adopted interim budget via ordinance
July 23	MBOA adopted a final FY02-03 budget ordinance

CIP LEASE PURCHASE
FOR CIP PERIOD
FY2002-03 THROUGH FY2006-07

COST CENTER	ACCT CODE	ITEM DESCRIPTION	LEASE TERM	YR PURCHASED	FY99-2000	FY2000-01	FY2001-02	FY2002-03	FY2003-04	FY2004-05	FY2005-06	FY2006-07	FY2007-08	FY2008-09	FY2009-10	FULL COST
POLICE																
PATROL	10-511-2101	4 POLICE CARS	3	Mar-97												
PATROL	10-511-2101	4 POLICE CARS	3	Apr-98	\$31,028											
PATROL	10-511-2101	4 POLICE CARS	3	Nov-98	\$29,112	\$28,725										84,355
PATROL	10-511-2101	4 POLICE CARS	3	FY99-2000	\$34,937	\$34,937	\$34,937									100,000
PATROL	10-511-2101	RADIOS	3	FY2000-01		\$11,579	\$11,579	\$11,579								37,000
PATROL	10-511-2101	6 POLICE CARS	3	FY2000-01		\$53,455	\$53,455	\$53,455								148,000
PATROL	10-511-2101	5 POLICE CARS	3	FY2001-02 EST			\$0	\$47,187	\$47,187							137,475
PATROL	511-502101	4 POLICE CARS	3	FY2002-03 EST				\$43,125	\$43,125	\$43,125						123,312
TOTAL PATROL					\$95,077	\$128,696	\$99,971	\$155,346	\$90,312	\$90,312	\$0	\$0				
INVESTIGATIONS	10-515	1 VEHICLE	3	FY2000-01		\$9,019	\$9,016	\$9,016								26,050
INVESTIGATIONS	10-515-2101	1 VEHICLE	3	FY2001-02 EST			\$0	\$8,950	\$8,950	\$8,950						26,075
INVESTIGATIONS	10-515-2101	1 VEHICLE	3	FY02-03 EST			\$0	\$10,448	\$10,448	\$10,448						29,875
TOTAL INVESTIGATIONS						\$9,019	\$9,016	\$28,414	\$19,398	\$19,398	\$0	\$0	\$0	\$0		
ANIMAL CONTROL	10-518-2101	TRUCK	3	Mar-97												
ANIMAL CONTROL	10-518-2101	ANIMAL MOBILE	3	Mar-97												
TOTAL ANIMAL CONTROL					\$0	\$0	\$0	\$0	\$0	\$0		\$0				
TOTAL POLICE					\$95,077	\$137,715	\$108,987	\$183,760	\$109,710	\$109,710	\$0	\$0	\$0	\$0		
MANAGEMENT SVCS	10-447-502101	FIBER OPTIC	5	FY2000-01	\$0	\$21,786	\$21,786	\$21,786	\$21,786	\$21,786	\$0	\$0				\$99,000
MANAGEMENT SVCS	10-447-502101	PHONE SYSTEM UPGRADE	5	FY2000-01		\$16,505	\$16,505	\$16,505	\$16,505	\$16,505						\$75,000
TOTAL TECHNOLOGY SVCS						\$38,291	\$38,291	\$38,291	\$38,291	\$38,291	\$0	\$0	\$0	\$0		
MANAGEMENT SVCS	10-445-2101	FINANCIAL SYSTEM	5	FY99-2000	\$20,246	\$20,246	\$20,246	\$20,246	\$20,246							92,000
TOTAL MANAGEMENT SVCS					\$20,246	\$58,537	\$58,537	\$58,537	\$58,537	\$38,291	\$0	\$0	\$0	\$0		
FIRE SUPPRESSION	10-531-2101	FIRE CHIEFS CAR	4	Apr-97	\$6,679											
FIRE SUPPRESSION	10-531-2101	FIRE PUMPER	6	Oct-97	\$50,082	\$50,082	\$50,082	\$50,082								
FIRE SUPPRESSION	10-531-2101	TANKER EQPMT	4	FY98-99	\$7,013	\$7,013	\$7,013									28,640
FIRE SUPPRESSION	10-531-2101	DEPUTY CHFS CAR	4	Oct-98	\$7,516	\$7,516	\$7,516									26,108
FIRE SUPPRESSION		TOTAL			\$71,289	\$64,611	\$64,611	\$50,082	\$0	\$0	\$0	\$0				
FIRE PREVENTION	10-532-2101	FIRE MARSHAL CAR	3	FY99-2000	\$9,337	\$9,337	\$9,337									26,725
TOTAL FIRE					\$80,626	\$73,948	\$73,948	\$50,082	\$0	\$0	\$0	\$0				
PLANNING																
SUPERVISION	10-540-2101	GIS MAPPING SYSTEM	4	Sep-98	\$16,602	\$16,602	\$16,602									61,803
SUPERVISION					\$16,602	\$16,602	\$16,602	\$0	\$0	\$0	\$0	\$0				\$61,803
ZONING	10-540-2101	SUV VEHICLE	3	FY2000-01		\$7,766	\$7,766	\$7,766								\$22,437
ZONING					\$0	\$7,766	\$7,766	\$7,766	\$0	\$0	\$0	\$0				\$22,437
INSPECTIONS	10-542-2101	PICKUP TRUCK	3	Sep-98	\$6,210	\$6,128										18,125
INSPECTIONS	10-542-2101				\$6,210	\$6,128										
TOTAL PLANNING					\$22,812	\$30,496	\$24,368	\$7,766	\$0	\$0	\$0	\$0	\$0	\$0		
PUBLIC WORKS																
SUPERVISION	10-550-2101	ADMIN VEHICLE	4	Oct-98	\$7,014	\$7,014	\$7,014									26,108
STREETS	10-560-2101	PICKUP TRUCK	3	FY99-2000	\$9,608	\$9,608	\$9,608									27,500
STREETS	10-560-2101	TRAFFIC COUNTERS	3	FY99-2000	\$1,736	\$1,736	\$1,736									
STREETS	10-560-2101	ONE TON UTIL TRK	3	FY99-2000	\$11,180	\$11,180	\$11,180									32,000
STREETS	10-560-2101	CASE TRACTOR	3	FY99-2000	\$12,403	\$12,403	\$12,403									35,500
STREETS	10-560-2101	BACKHOE	3	FY2001-02			\$0	\$22,654	\$22,654	\$22,654						66,000
STREETS	560-2101	STREET SWEEPER	3	FY02-03				\$50,710	\$50,710	\$50,710						145,000
TOTAL STREETS					\$34,927	\$34,927	\$34,927	\$73,364	\$73,364	\$73,364	\$0	\$0	\$0	\$0	\$0	
SOLID WASTE	10-580-2101	REFUSE TRUCK	5	Jan-96	\$28,057											
SOLID WASTE	10-580-2101	PICKUP TRUCK	3	Dec-97	\$6,706											
SOLID WASTE	10-580-2101	FRONT LOADER	5	Jan-99	\$31,524	\$31,524	\$31,524									145,000
SOLID WASTE	10-580-2101	REAR LOADG REF. TRK	5	FY99-2000	\$25,295	\$25,295	\$25,295	\$25,295	\$25,295							114,948

CIP LEASE PURCHASE
FOR CIP PERIOD
FY2002-03 THROUGH FY2006-07

COST CENTER	ACCT CODE	ITEM DESCRIPTION	LEASE TERM	YR PURCHASED	FY99-2000	FY2000-01	FY2001-02	FY2002-03	FY2003-04	FY2004-05	FY2005-06	FY2006-07	FY2007-08	FY2008-09	FY2009-10	FULL COST
SOLID WASTE	10-580-2101	FRONT LOADER	5	FY2000-01		\$28,307	\$28,307	\$28,307	\$28,307	\$28,307						128,634
SOLID WASTE	10-580-2101	BOOM TRUCK	5	FY2000-01		\$13,845	\$13,845	\$13,845	\$13,845	\$13,845						62,915
TOTAL SOLID WASTE	10-580-2101				\$91,582	\$98,971	\$98,971	\$98,971	\$67,447	\$42,152	\$0	\$0				
BLDG/GRDS	10-590-2101	UNDGRD FUEL TANK	7	Oct-96	\$21,844	\$21,844	\$21,844	\$21,844								
BLDG/GRDS	10-590-2101	PICKUP TRUCK	3	Sep-98	\$6,259	\$6,172										
BLDG/GRDS	10-590-2101	EMG GENERATOR	4	FY99-2000	\$16,268	\$16,268	\$16,268	\$16,268								60,500
TOTAL BUILDING/GRDS	10-590-2101	TOTAL			\$44,371	\$44,284	\$38,112	\$38,112	\$0	\$0	\$0	\$0				
FLEET MAINTENANCE	10-591-2101	POOL CAR	3	FY99-2000	\$6,987	\$6,988	\$6,987									20,000
TOTAL FLEET MAINTENANCE					\$6,987	\$6,988	\$6,987	\$0	\$0	\$0	\$0	\$0	\$0	\$0		
LANDSCAPE	10-592-2101	DUMP TRUCK	3	Jun-98	\$10,582											
LANDSCAPE	10-592-2101	DUMP TRUCK BODY	3	Jun-98	\$1,912											
LANDSCAPE	10-592-2101	TOOLS FOR IPM POLICIES	3	FY99-2000	\$17,224	\$17,224	\$17,224									49,300
LANDSCAPE	10-592-2101	1 TON PICKUP TRUCK	3	FY2000-01		\$8,451	\$8,451	\$8,451								24,418
LANDSCAPE	10-592-2101	TRACTOR	3	FY2000-01		\$9,521	\$9,521	\$9,521								27,510
LANDSCAPE	10-592-2101	RIDING MOWER	5	FY2000-01		\$3,081	\$3,081	\$3,081	\$3,081	\$3,081						14,000
TOTAL LANDSCAPE	10-592-2101				\$29,718	\$38,277	\$38,277	\$21,053	\$3,081	\$3,081	\$0	\$0				
TOTAL PUBLIC WORKS					\$214,598	\$230,461	\$224,288	\$231,500	\$143,892	\$118,597	\$0	\$0	\$0	\$0		
RECREATION/PARKS																
RECREATION - SUPERVSN	10-620-2101	TRUCK W/CAMPER	3	FY2000-01		\$7,021	\$7,021	\$7,021								20,287
RECREATION - SUPERVSN						\$7,021	\$7,021	\$7,021	\$0	\$0	\$0	\$0	\$0	\$0		
RECREATION-ATHLETICS	10-622-2101	TRUCK	3	FY2000-01		\$4,250	\$4,250	\$4,250								12,280
RECREATION PLAYGRD/PKS	10-621-2101	TOWN COMMONS PLYGRD	4	FY98-99	\$9,666	\$9,538	\$9,538									28,000
RECREATION PLAYGRD/PKS	10-621-2101	ANDERSON PK/WILSON PK PLAYGROUND	5	FY2001-02 EST		\$0	\$0	\$41,189	\$41,189	\$41,189	\$0	\$0				120,000
RECREATION PLAYGRD/PKS	10-621-2101	BALLFIELD LIGHTS	4	Mar-97	\$14,960											
RECREATION PLAYGRD/PKS					\$24,626	\$9,538	\$9,538	\$41,189	\$41,189	\$41,189	\$0	\$0				
TOTAL RECREATION					\$24,626	\$20,809	\$20,809	\$52,460	\$41,189	\$41,189	\$0	\$0	\$0	\$0		
NONDEPARTMENTAL																
NONDEPARTMENTAL IN DEBT SVC	10-662-2101	COMM CTR EQP	5	FY2000-01	\$0	\$30,808	\$30,808	\$30,808	\$30,808	\$30,808						140,000
NONDEPARTMENTAL	NA	FIBER OPTICS	3	FY99-2000	\$0	\$0	\$0									
TOTAL DEBT SERVICE FOR CEN CTR	NA	TOTAL NONDEPTL			\$0	\$30,808	\$30,808	\$30,808	\$30,808	\$30,808	\$0	\$0	\$0	\$0		
TOTAL LEASE PURCHASE, FY2002-03					\$457,985	\$582,773	\$541,744	\$614,912	\$384,136	\$338,595	\$0	\$0	\$0	\$0		

NOTE: THE LEASE AMOUNTS RECORDED BY DEPTS ABOVE INCLUDE PRIOR YEAR LEASES + ANTICIPATED LEASES FOR FY2002-03

ADDITIONAL LEASES BUDGETED FOR FY2003-04																
PATROL	511-2101	6 PATROL CARS	3						\$64,735	\$64,735	\$64,735					181,500
FIRE	530-2101	FIRE CHIEF VEHICLE-REPL	3						\$12,483	\$12,483	\$12,483					35,000
FIRE	531-2101	EMG VEHICLE REFURBISH	4						\$42,800	\$42,800	\$42,800	\$42,800				160,000
PLANNING (CUT FROM FY01-02 BUDGET)	541-2101	PICKUP TRUCK	3						\$4,637	\$4,637	\$4,637					13,000
STREETS (CUT FROM FY02-03 REQUEST)	560-2101	DUMP TRUCK	3						\$19,617	\$19,617	\$19,617					55,000
STREETS	560-2101	BACKHOE	3						\$32,100	\$32,100	\$32,100					90,000
SOLID WASTE	580-2101	SIDE LOADER REFUSE TRUCK	4						\$42,625	\$42,625	\$42,625	\$42,625				155,000
FLEET MAINTENANCE (CUT FROM FY02-03 REQUEST)	591-2101	POOL CAR	3						\$8,203	\$8,203	\$8,203					23,000
LANDSCAPING (CUT FROM FY01-02 BUDGET)	592-2101	DUMP TRUCK	3						\$16,050	\$16,050	\$16,050					45,000
LANDSCAPING (CUT FROM FY02-03 REQUEST)	592-2101	PICKUP TRUCK	3						\$8,203	\$8,203	\$8,203					23,000
RECREATION	623-2101	VAN W/WHEELCHR LIFT	3						\$12,840	\$12,840	\$12,840					36,000
ADDITIONAL LEASE-PURCHASE, FY2003-04									\$264,293	\$264,293	\$264,293	\$85,425	\$0	\$0		\$816,500
TOTAL LEASE-PURCHASE, FY2003-04									\$648,429	\$602,888	\$264,293	\$85,425	\$0	\$0		

ADDITIONAL LEASES BUDGETED FOR FY2004-05																
PATROL	511-2101	6 PATROL CARS	3						\$64,735	\$64,735	\$64,735					181,500
SOLID WASTE	580-2101	FRONT LOADING TRUCK	4						\$46,200	\$46,200	\$46,200	\$46,200				168,000
SOLID WASTE	580-2101	SIDE LOADER TRUCK	4						\$44,825	\$44,825	\$44,825	\$44,825				163,000
MGMT SVCS	447-2101	PICKUP TRUCK	3						\$9,375	\$9,375	\$9,375					25,000

CIP LEASE PURCHASE
FOR CIP PERIOD
FY2002-03 THROUGH FY2006-07

COST CENTER	ACCT CODE	ITEM DESCRIPTION	LEASE TERM	YR PURCHASED	FY999-2000	FY2000-01	FY2001-02	FY2002-03	FY2003-04	FY2004-05	FY2005-06	FY2006-07	FY2007-08	FY2008-09	FY2009-10	FULL COST
STREETS	560-2101	1 TON UTILITY TRUCK	3							\$12,483	\$12,483	\$12,483				35,000
STREETS	560-2101	DUMP TRUCK	3							\$22,648	\$22,648	\$22,648				63,500
STREETS	560-2101	MOTOR GRADER	4							\$24,063	\$24,063	\$24,063	\$24,063			87,500
STREETS	560-2101	ONE-TON DUMP TRUCK	3							\$12,833	\$12,833	\$12,833				35,000
LANDSCAPING	592-2101	UTILITY WORKMAN	3							\$10,700	\$10,700	\$10,700				30,000
RECREATION	621-2101	VAN W/WHEELCHR LIFT	3							\$12,840	\$12,840	\$12,840				36,000
ADDITIONAL LEASE-PURCHASE, FY2004-05										\$260,703	\$260,703	\$260,703	\$115,088	\$0		\$824,500
TOTAL LEASE-PURCHASE, FY2004-05										\$863,591	\$524,996	\$346,128	\$115,088	\$0		

ADDITIONAL LEASES BUDGETED FOR FY2005-06																
PATROL	511-2101	6 PATROL CARS	3								\$64,735	\$64,735	\$64,735			181,500
FLEET MAINTENANCE	591-2101	PICKUP TRUCK	3								\$9,452	\$9,452	\$9,452			26,500
STREETS	560-2101	DUMP TRUCK	3								\$23,754	\$23,754	\$23,754			66,600
STREETS	560-2101	ASPHALT ROLLER	3								\$10,522	\$10,522	\$10,522			29,500
LANDSCAPING	592-2101	PICKUP TRUCK	3								\$9,452	\$9,452	\$9,452			26,500
ADDITIONAL LEASE-PURCHASE, FY2005-06										\$117,914	\$117,914	\$117,914	\$0			\$330,600
TOTAL LEASE-PURCHASE, FY2005-06										\$642,910	\$464,042	\$233,002	\$0			

ADDITIONAL LEASES BUDGETED FOR FY2006-07																
PATROL	511-2101	6 PATROL CARS	3									\$64,735	\$64,735	\$64,735		181,500
LANDSCAPING	592-5021	TRUCK	3									\$10,878	\$10,878	\$10,878		30,500
LANDSCAPING	592-5021	TRUCK	3									\$10,165	\$10,165	\$10,165		28,500
LANDSCAPING	592-5021	LEAF VACUUM	3									\$11,413	\$11,413	\$11,413		32,000
STREETS	560-5021	1 TON DUMP TRUCK	4									\$12,483	\$12,483	\$12,483	\$0	35,000
ADDITIONAL LEASE-PURCHASE, FY2006-07												\$109,675	\$109,675	\$109,675	\$0	307,500
TOTAL LEASE-PURCHASE, FY2006-07												\$573,717	\$342,677	\$109,675	\$0	

**EQUIPMENT - ADOPTED
FY02-03 BUDGET**

ORG CODE	EQUIPMENT	ACCOUNT NUMBERS					
		507400	507401	501600/01	503305	503300	503307
	DEPARTMENTAL REQUESTS						
540	Arcview 3.3 upgrades (software)				\$ 4,304		
540	upgrade town's gis software w/ARC Info. Version 8	\$ 9,900					
540	Digital mapping - Orthophoto updates from Orange Co	\$ 10,000					
540	TOTAL PLANNING DEPARTMENT	\$ 19,900	\$ -		\$ 4,304	\$ -	\$ -
446	SMALL DEPARTMENTAL COPIER					\$ 500	
	PERSONNEL	\$ -	\$ -		\$ -	\$ 500	\$ -
447	Print Server/Backup Media Server Replacement	\$ 5,400					
447	Replacement Cisco Router 2621	\$ 2,750					
447	Cybrary - PIX Firewall	\$ -					
447	Cybrary - Network Infrastructure	\$ -					
447	Cybrary - Fortress 101 & Fortress Central Control				\$ -		
447	Email Bridgehead Server	\$ 5,000					
447	Cybrary - 5 Workstations @ \$2200 each				\$ -		
447	Centurion Guard Hard Disk Protection				\$ -		
447	Computer for Deputy Fire Chief - addition				\$ 2,650		
447	computer&peripherals (under \$2500) MISC for IT only				\$ 45,500		
	info. Tech - mgmt svcs	\$ 13,150	\$ -		\$ 48,150	\$ -	\$ -
511	5 PATROL VEHICLES		\$ 123,300				
511	light bars, replacement (2)	\$ -					2250
511	walkie-talkies, replacement (4)	\$ -					3200
511	mobile radios, replacement (2)	\$ -					1600
511	grant funding	\$ 5,852					
514					\$ 2,500		
515	INVESTIGATIONS VEHICLE		\$ 29,875				
515	FINGERPRINTING & PHOTOGRAPHY SOFTWARE UPDATES				\$ 3,100		
	POLICE	\$ 5,852	\$ 153,175		\$ 5,600	\$ -	\$ 7,050
531	4 PORTABLE RADIOS					\$ 2,480	
531	HEADSETS FOR ENGINE 971					\$ 2,400	
531	PORTABLE RESCUE EQUIPMENT					\$ -	
531	FIREHOUSE SOFTWARE UPGRADE				\$ 1,000		
	TOTAL FIRE	\$ -	\$ -		\$ 1,000	\$ 4,880	\$ -
560	AIRLESS PAINT SPRAYER - REPLACEMENT					\$ 2,400	
560	STREET SWEEPER		\$ 145,000				
560	SHOULDER MOWER	\$ 10,000					
590	ENCLOSE SALT/SAND BINS	\$ 7,500					

**EQUIPMENT - ADOPTED
FY02-03 BUDGET**

ORG CODE	EQUIPMENT	ACCOUNT NUMBERS					
		507400	507401	501600/01	503305	503300	503307
590	STORAGE FOR LEAKING FLUIDS	\$ 5,000					
592	LINETRIMMERS (2) REPLACEMENTS					\$ 800	
592	CURB AND SIDEWALK EDGERS (2) - REPLACEMENTS					\$ 720	
	PUBLIC WORKS	\$ 22,500	\$ 145,000	\$ -	\$ -	\$ 3,920	\$ -
FOR:	INFORMATION TECHNOLOGY BUDGET						
	MANAGEMENT SERVICES						
445	2 COMPUTERS				\$ 5,300		
	IDENTIFIED FOR MANAGEMENT SERVICES				\$ 5,300		
511	booking room				\$ 2,650		
518	animal control				\$ 2,650		
	IDENTIFIED FOR POLICE	\$ -	\$ -	\$ -	\$ 5,300	\$ -	\$ -
531	2 COMPUTERS (fire shift; dunn)				\$ 5,300		
	IDENTIFIED FOR FIRE DEPARTMENT				\$ 5,300		
540	3 COMPUTERS (williams, tuohey, mckeel)				\$ 7,950		
540	SCANNER				\$ 500		
540	OCR PROGRAM				\$ 500		
540	PDF CREATOR				\$ 230		
540	GRAPHICS PROGRAM				\$ 610		
540	LAPTOP OPERATING SYSTEM UPGRADE				\$ 135		
540	PRINTER - inspections				\$ 1,650		
	IDENTIFIED FOR PLANNING				\$ 11,575		
620	1 COMPUTER - recreation director				\$ 2,650		
622	1 COMPUTER - athletics				\$ 2,650		
620	PRINTER				\$ 3,000		
	IDENTIFIED FOR RECREATION AND PARKS				\$ 8,300		
550	DRAWING PROGRAM				\$ 255		
580	2 COMPUTERS - 2 supervisors				\$ 5,300		
	IDENTIFIED FOR PUBLIC WORKS				\$ 5,555		
	TOTAL IT BUDGET FOR GENERAL DEPT COMPUTER REPLACEMENT/COMPUTER NEEDS				\$ 41,330		
	GRAND TOTALS	\$ 61,402.00	\$ 298,175.00	\$ -	\$ 100,384.00	\$ 9,300.00	\$ 7,050.00
	COMBINED:	\$ 476,311.00					

Glossary

Ad Valorem tax - A tax levied in proportion to the value of a property.

Annual Budget - A budget covering a single fiscal year.

Appropriation - The amount budgeted on a yearly basis to cover projected expenditures that the Board of Aldermen legally authorizes through the budget ordinance.

Approved Budget - The budget as formally adopted by the Board of Aldermen for the upcoming fiscal year.

Assessed Valuation - The estimated dollar value placed upon real and personal property by the county assessor as the basis for levying property taxes. The General Assembly exempted household personal property from taxation effective July 1, 1987.

Balanced Budget - Occurs when planned expenditures equal anticipated revenues. In North Carolina, it is required that the budget submitted to the Board of Aldermen be balanced.

Bond - A written promise to pay a specific amount of money with interest within a specific time period, usually long-term.

Bond Rating - A grade indicating a governmental unit's investment qualities. Generally speaking, the higher bond rating, the more favorable the interest rate and the lower the cost of financing capital projects funded by bonds. A high rating is indicative of the government's strong financial position. Ratings range from AAA (highest) to D (lowest).

Budget - A financial plan for a specified period of time that matches planned revenues and expenditures with various Town services.

Budget Message - A written overview of the proposed budget from the Town Manager to the Board of Aldermen. This overview, formally called an "Executive Summary" within this document, discusses the major budget items of the Manager's recommended budget.

Capital Improvements Plan - A long term plan of proposed capital improvement projects, which includes estimated project cost and funding sources, that the Town expects to undertake within a five year period. The plan is updated annually to reassess capital needs.

Capital Outlay - An expenditure, which results in the acquisition of or addition to a fixed asset.

Capital Project Fund - A fund used to account for the acquisition or construction of major capital facilities and equipment.

Contingency - Appropriation intended for unanticipated expenditures. The Board of Aldermen controls transfer of these funds into an expendable account.

Debt Service - Principal, interest and administrative costs associated with the repayment of long-term debt.

Department - A major administrative division of the Town that has overall management responsibility for an operation within a functional area.

Encumbrances - A financial commitment for services, contracts, or goods that have not been delivered or performed.

Enterprise Fund - A grouping of activities whose expenditures are wholly or partially offset by revenues collected from consumers in the form of fees and charges.

Expenditures - The total cost of a program or capital project.

Fiscal Year - A 12 month period (July 1 through June 30) in which the annual operating budget applies and at the end of which an assessment is made of the Town's financial condition and performance of operations.

Fund - An accounting entity created to record the financial activity for a selected financial group.

Fund Balance - Funds accumulated through the under expenditure of appropriation and/or receiving revenues greater than anticipated and included in the budget.

General Fund - A fund which provides for the accounting for most of the basic government services, such as police, fire, sanitation, inspections, law enforcement, recreation, and other general services.

General Obligation Bonds - Bonds issued by a government which are backed by the full faith and credit of its taxing authority.

Goal - A board statement of desired conditions to be maintained or achieved through the efforts of an organization.

Interest and Penalties Receivable on Taxes - Uncollected interest and penalties on property taxes.

Lease Purchase - A method of purchasing equipment in which payments are spread over a period of time.

Levy - The amount of tax, service charge, and assessment imposed by the government.

Line Item - A budgetary account representing a specific object of expenditure.

Modified Accrual - The basis of accounting for the Town. Under this system, expenditures are recognized when encumbered.

Objective - A specific statement of what is to be accomplished or achieved for a particular program during the fiscal year.

Operating Budget - The Town's financial plan which outlines proposed expenditures for the upcoming fiscal year and estimates revenues which will be used to finance them.

Operating Expenses - Those expenditures of a recurring nature, covering services and supplies necessary to operate individual departmental activities.

Ordinance - A formal legislative enactment by the Board of Aldermen which as the full force and effect of law within the boundaries of the Town.

Personal Property - Movable property classified within two categories; tangible and intangible. "Tangible" or touchable property includes items of visible and movable property not permanently affixed to real property. "Intangible" or non-touchable property includes stocks, bonds, notes, cash, bank deposits, accounts receivable, patents, trademarks, copyrights, and similar assets.

Personnel Services - Salaries and wages paid to employees for full-time, part-time, and temporary work, including overtime and similar compensation. Also included in this account group are fringe benefits paid for employees.

Program - A well-defined portion of the operating plan for which a distinct set of goals and objective may be developed.

Property Tax - Tax paid by those owning property in the Town.

Property Tax Rate - The rate at which real property in the Town is taxed in order to produce revenues sufficient to conduct necessary governmental activities.

Real Property - Land, buildings, and items permanently affixed to land or buildings.

Real Property Value - The value of land and buildings which are taxable.

Reclassification - A change in the classification and corresponding job title of an existing position which results from a major change in assigned responsibilities.

Reserve - An account designed for a portion of the fund balance which is to be used for a specific purpose.

Revaluation - The process of revaluing a jurisdiction's real property in order to adjust the tax value to the market value; by North Carolina law, a revaluation must be conducted at a minimum of every eight years. Property was revalued as of January 1, 2001.

Revenue - All funds that the Town government receives as income, including items such as tax payments, fees for specific services, receipts from other governments, fines, forfeitures, shared revenues, and interest income.

Sales Tax - Tax paid by retail consumers in the Town.

Service Level - The amount of service provided during the fiscal year as indicated by one or more performance indicators.

Tax Levy - Revenue produced by applying a given tax rate to a property's assessed, or tax value.